

**Utah National Guard
Regulation 600-8-22**

Personnel - General

Awards Policies and Procedures

**Headquarters Utah
National Guard
Draper, UT
1 August 2021**

UNCLASSIFIED

SUMMARY of CHANGE

UTNGR 600-8-22

Awards Policies and Procedures

This administrative revision, dated 1 August 2021--

- o This publication supersedes all previous editions of the UTNGR 600-8-22.
- o This revision corrects information, awards process, wording, and references throughout the regulation. This publication has been substantially revised and must be reviewed completely.

Personnel - General

Awards Policies and Procedures

By Order of The Adjutant General:

JOSEPH W. GREEN
COL, GS
Chief of Staff

Official:

CHRISTOPHER R. TARBET
MAJ, GS
Secretary to the General Staff

History. This publication is an administrative revision.

Summary. This publication gives instructions on the policies and procedures governing State Military Awards.

Applicability. This publication is applicable to all military members of the Utah National Guard (UTNG).

Army management control process. This publication does not contain management control provisions. Internal audits are done for management control of the state awards program.

Supplementation. Supplementation of this publication and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, Personnel (G1).

Proponent and exception authority. The proponent of this publication is the G1. The proponent has the authority to approve exceptions to this publication that are consistent with controlling law and regulations.

Suggested improvements. Users are invited to make suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to G1 Personnel Service Division (G1-PSD).

Distribution. This publication is available in electronic media only and is intended for all military members of the UTNG as applicable.

Contents (listed by paragraph and page number)

**Chapter 1
Introduction**

Purpose • 1-1, *page 1*
Responsibilities • 1-2, *page 1*
Unit Supplies for State Awards and Decorations • 1-3, *page 1*
Reporting and Filing Requirements • 1-4, *page 1*
Application for New State Awards • 1-5, *pages 1*

**Chapter 2
Utah National Guard Awards and Decorations**

*Section I –
Submitting an Award*
Submitting an Award Recommendation • 2-1, *page 2*
Retirement Award Nominations • 2-2, *pages 3*
Authorized Awards and Decorations • 2-3, *page 6*
Devices and Multiple Awards • 2-4, *page 6*

*This publication supersedes UTNGR 600-8-22 dated 12 September 2013

Section II –

Utah National Guard Individual Awards and Decorations

Utah Medal of Valor • 2-5, *page 7*

Utah Cross • 2-6, *page 8*

Utah Joint Medal of Merit • 2-7, *page 8*

Utah Medal of Merit • 2-8, *page 8*

Utah Joint Commendations Medal • 2-9, *page 8*

Utah Commendation Medal • 2-10, *page 8*

Detur Digniori • 2-11, *page 9*

Utah Achievement Ribbon • 2-12, *page 9*

Utah Joint Staff Service Ribbon • 2-13, *page 9*

Utah Military Funeral Honors Ribbon • 2-14, *page 9*

Utah State Partnership Program Service Ribbon • 2-15, *page 10*

Utah Service Ribbon • 2-16, *page 10*

Utah Emergency Service Ribbon • 2-17, *page 11*

Utah Community Service Ribbon • 2-18, *page 11*

Utah Olympic Service Ribbon • 2-19, *page 12*

Utah Recruiting Ribbon • 2-20, *page 12*

Utah Basic Training Ribbon • 2-21, *page 12*

Section III

Presenting State Awards

Presentation of State Awards • 2-22, *page 14*

Chapter 3

Other Award Items

ARNG Honor Guard Tab • 3-1, *page 14*

Additional Instructions for Foreign Awards • 3-2, *page 14*

Meritorious Unit Commendation • 3-3, *page 14*

Appendices

A. Emergency Service Ribbon Periods of Eligibility, *page 17*

List of Tables

Table 2-1: UTNG Award Processing Timelines, *page 2*

Table 2-2: Retirement Award Guidelines, *page 3*

Table 2-3: Beehives for Multiple UTNG Awards, *page 7*

Table 2-4: UTNG Multiple Award Devices, *page 7*

Table 2-5: UTNG Military Funeral Honors Ribbon – Multiple Awards, *page 10*

Table 2-6: Utah Service Award – Multiple Awards, *page 11*

Table 2-7: UTNG Decorations – Procedures, *pages 12-13*

Table A-1: Emergency Service Ribbon Periods of Eligibility, *page 17*

List of Figures

Figure 2-1: Retirement Award Checklist (UTNG Form 1638), *pages 4*

Figure 2-2: Request for Presidential Letter of Appreciation (RPLOA), *page 5*

Figure 2-3: State Awards Order of Precedence, *pages 12*

Figure 2-4: State Awards Certificate, *pages 14*

Figure 3-1: Campaign Participation Credit (CPC) Checklist, *page 16*

Templates

Staff Summary Sheet, *page 18*
4187 Personnel Request for awarding of the UTARNG Recruiting Ribbon, *page 19*
Memorandum Announcement of the Utah National Guard Recruiting Ribbon, *page 20*
Army Achievement Medal DA Form 638, *pages 21-22*
Utah Achievement Ribbon memorandum, *page 23*
Army Commendation Medal/Utah Commendation Medal DA Form 638, *pages 24-25*
Meritorious Service Medal/Utah Medal of Merit DA Form 638, *pages 26-27*
DA 638 Sample of Recommendation for Award, TAG, *pages 28-29*
DA 638 Sample of Recommendation for Award, AAG, *pages 30-31*
DA 638 Sample of Recommendation for Award, LCC, *pages 32-33*
Legion of Merit DA Form 638, *pages 34-37*
Utah Service Ribbon Memorandum Single Award, *page 38*
Utah Service Ribbon Memorandum Multiple Award, *page 39*
Letter of Lateness, *page 40*
Request for Presidential Letter of Appreciation, *page 41*

References

References, *page 42*

Glossary

Abbreviations, *pages 42-46*
Terms, *pages 47*

THIS PAGE INTENTIONALLY LEFT BLANK

Chapter 1 Introduction

1-1. Purpose

The purpose of this regulation is to provide policy and procedural guidance for conferring official awards upon UTNG military members. All awards and decorations presented by the UTNG will follow the procedures outlined in this regulation. This document also provides for public recognition of acts of valor, heroism or outstanding achievement/service to the State of Utah and the UTNG.

1-2. Responsibilities

The Adjutant General (TAG), as the Commanding General Officer over the UTNG is responsible for the implementation of the Federal and State Military Awards Program.

a. The G1 will ensure proper administration of the awards and decorations program. The G1 Personnel Service Division (G1-PSD) manages and implements the awards and decorations program. The assigned officer and noncommissioned officer working in the Personnel Service Division is given specific delegation to act as the Orders Issuing Authority for all applicable awards (MSM and below) and administration of each award.

(1) G1-PSD will audit and process all state level awards, except those identified by the Chief of Staff as a delegated responsibility to the Utah Air National Guard (UTANG) for their military members. Oversight and implementation of this program at the UTANG is under their appropriately designated directorate.

(2) G1-PSD will secure, monitor, inventory, and coordinate the orders of associated funded supplies (medal sets, ribbons, appurtenances, presentation binders and UTNG blank certificates) needed to administer the presentation of UTNG awards and decorations. G1-PSD will submit state award orders annually in June before the end of each state fiscal year.

(3) G1-PSD will ensure guidance and policies are up to date and issue guidance to Major Subordinate Commands (MSCs) and/or units accordingly.

(4) G1-PSD will develop and maintain a centralized awards tracker for all previous and pending awards.

(5) The G1 Personal Service Division (PSD) will ensure awards documents are submitted to IPERMS. Units will ensure awards data is updated correctly in IPPS-A and the Soldiers Record Brief (SRB) for awards approved at the state level. Awards will be submitted to the Interactive Personnel Electronic Records Management System (iPERMS) (or Air Force equivalent) for electronic record keeping.

b. Units will request or publish unit level awards as required. A tracker will be maintained and all awards will be reported to G1-PSD annually. Major subordinate commands (MSC) will ensure awards data is updated correctly in IPPPS-A and the SRB for awards approved at the Battalion and MSC level. Awards will be submitted to IPERMS for electronic record keeping.

c. Any individual may recommend an award IAW AR 600-8-22 para 3-4. All awards will be routed through the appropriate approval channels.

d. The office symbol for G1 Personnel Service Division is NGUT-PER-PSD.

1-3. Unit Supplies for UTNG Awards and Decorations

G1-PSD will order all state awards supplies through the State Military Department (SMD). State funding will pay for all UTNG state award materials.

a. Order green presentation binders and federal award supplies through the units' Supply NCO using the Army supply system.

b. MSCs will requisition state medals and ribbons from G1-PSD.

c. Request official UTNG blank certificates through G1-PSD. These certificates are special order through the State Military Department so units need to plan ahead to ensure certificates are available.

1-4. Reporting and Filing Requirements

a. All units will provide an annual award report to G1-PSD. The report will include the number, type, reason and rank of approved decorations listed on the DA Form 4612, NUMBER AND TYPES OF DECORATIONS APPROVED. The reporting period will be by calendar year (January to December). The unit will also maintain a tracker of all awards and service ribbons not accounted for on DA Form 4612 to include UTNG awards.

b. G1-PSD will receive and consolidate all unit/MSC reports each year. At the end of the calendar year, G1-PSD will submit the report to National Guard Bureau (NGB) NLT 31 January on DA Form 4612 or as directed by NGB.

1-5. Application for New State Awards

The request process for implementation of a new state award is as follows:

a. The originating office will submit the request packet to G1-PSD with all supporting documents. Supporting documentation will include:

(1) Draft procedures/changes to UTNG Regulation 600-8-22.

(2) Background information and justification (why a new award is necessary).

(3) Award criteria and requirements (i.e., who is eligible, what criteria must be met).

(4) Ribbon Design. Three ribbon designs (in order of precedence) will be presented for staffing and approval.

(a) Considerations for significance of state colors, existing awards, historical significance, etc. should be given when designing

new awards.

(b) Designs will be prepared in Power Point, or other drawing programs, and displayed in rectangles similar in shape and size to military ribbons.

(c) Completed UTNG Form 1200 (Staff Summary Sheet), see templates section.

b. G1-PSD will validate award documents and submit to the Secretary of the General Staff (SGS) for staffing action and final approval.

c. If the award is approved, G1-PSD will submit the ribbon design to the Institute of Heraldry for approval. Requests will be mailed to: The Institute of Heraldry 9325 Gunston Road, Room S-112, Ft. Belvoir, Virginia 22060-5579. Phone number: 703-806-0055, email: usarmy.belvoir.hqda.mail.tioh-webmaster@mail.mil.

d. Upon approval G1-PSD will submit a local purchase request to the awards supplier to produce the ribbons. Certificates (if applicable) will be printed as mentioned above on the UTNG Blank Certificate.

e. G1-PSD will finalize procedures, establish implementation date, and announcement of the award change to include staffing and publishing of the new UTNG Regulation 600-8-22.

Chapter 2 Utah National Guard Awards and Decorations

Section I Submitting an Award

2-1. Submitting an Award Recommendation

a. Route all awards that require O7 approval or higher through G1-PSD with the exception of awards approved by the G1, the G3, or the Recruiting and Retention Commander. See the template section for DA Form 638 (Recommendation for Award) examples and memorandum formats.

b. Submission for awards must adhere to the UTNG Award Processing Timelines. (See Table 2-1 below).

c. A letter of lateness is required for awards submitted outside the UTNG Awards Processing Timelines listed below.

d. No UTNG Award will be awarded more than two (2) years after the honored act or period of service.

**Table 2-1
UTNG Award Processing Timelines**

APPROVING AUTHORITY: NGB				APPROVING AUTHORITY: UTNG	
WARTIME	Processing Time (Days)	PEACETIME	Processing Time (Days)	PEACETIME / STATE	Processing Time (Days)
Valor & Heroism Awards	120	Distinguished Service Medal (DSM)	150	MSM or UT-MOM	30
DSC, SS, DFC, LM	120	Legion of Merit (LM)	150 : ≤ O-6 180 : ≥ O-7	ARCOM / UT-COM & below	30
BSM, MSM, ARCOM, AM	90-120	Soldier's Medal (SM)	150	Other UTNG awards	30-90
Purple Heart	120-150	Request for PLOA	90-180	RETIREMENT MSM	60
CAB, CIB, CMB	60-180	*Units will submit all awards 30 days prior to start of the above listed processing times (IAW proposed presentation date). (i.e., maximum processing time: 3 months, or 90 days - award submitted by unit to G1-PSD NLT 4 months from proposed presentation date or expected completion date)			
Unit Awards	8-12 mos				
Campaign Participation Credit (CPC)	12-120 mos				

2-2. Retirement Award Nominations

a. Retirement awards may vary by rank, duty position, and years of service. As a guideline, Table 2-2 outlines possible retirement awards for UTNG Service Members (SMs). The UTNG Form 1638 (Retirement Awards Checklist) provides a checklist of required documents for submission of retirement packets as well as a list of awards and materials provided to the retiree. See Figure 2-1. The unit will submit the UTNG Form 1638 to G1-PSD NLT 90 days prior to the presentation date for a Meritorious Service Medal (MSM) and below, and 120 days for a Legion of Merit (LM).

b. SMs retiring with fewer than 20 years of service for reasons such as medical or Temporary Early Retirement Authority (TERA)(when offered), may also receive a retirement award and retirement certificates for meritorious service. The unit will submit a UTNG Form 1638 as outlined in paragraph 2-4, a.

c. SMs retiring with over 30 years of service are eligible to receive a Presidential Letter of Appreciation (PLOA). Requests for PLOAs will be prepared and submitted by the unit to G1-PSD prior to the retirement or presentation date. The G1 will hand sign the official request memorandum and G1-PSD will submit the request to NGB. NGB will not process the PLOA without a discharge order. See Figure 2-2.

Table 2-2
Retirement Award Guidelines

Years of Service	Recommended Award	Approval Authority	Processing Time
30 + or as appropriate	Legion of Merit	National Guard Bureau	120-180 days
30 +	Presidential Letter of Appreciation	The President of the United States	90-180 days
20 - 29	Meritorious Service Medal	The Adjutant General	60-90 days
As appropriate	Army Commendation Medal	O-6 Commander	30-60 days

RETIREMENT AWARD CHECKLIST			
<small>For use of this form, see UTNG Regulation 600-8-22; the proponent agency is NGUT-PER</small>			
PART I - SOLDIER INFORMATION			
1. LAST NAME:	2. FIRST NAME:	3. MIDDLE NAME:	4. DATE SUBMITTED:
5. STREET ADDRESS:		6. CITY:	7. STATE: 8. ZIP CODE:
9. UNIT:		10. RANK:	11. YEARS OF SERVICE: 12. STATUS: ___ AGR ___ M-DAY
13. SPOUSE NAME (Last, First MI):		14. PREVIOUS AWARDS:	15. RECOMMENDED AWARD:
16. DATE OF RETIREMENT:	17. DATE OF CEREMONY:	18. TIME OF CEREMONY:	19. LOCATION OF CEREMONY:
20. POC NAME (Last, First MI):		21. POC PHONE:	22. POC EMAIL:
PART II - REQUIRED DOCUMENTS			
23. REQUIRED FOR RETIREMENT: ___ ORB/ERB ___ DA 638 ___ UTNG FORM 1638		24. REQUIRED FOR 30 OR MORE YEARS OF SERVICE: ___ RETIREMENT ORDERS ___ RPAM	
25. COMMENTS:			
26. I CERTIFY THAT THE INFORMATION IN PART I IS CORRECT, AND THAT THE REQUIRED DOCUMENTS IN PART II HAVE BEEN SUBMITTED TO THE G1 PLANS & ACTIONS OFFICE.		26a. POC SIGNATURE:	26b. DATE:
<small>THIS FORM AND REQUIRED DOCUMENTS MUST BE SUBMITTED TO THE G1 PLANS & ACTIONS OFFICE NLT 90 DAYS PRIOR TO DATE OF CEREMONY.</small>			
PART III - COMPLETED BY G1 PLANS & ACTIONS OFFICE			
27. RECEIVED IN G1 BY (Last, First MI):		27a. DATE RECEIVED:	
28. ITEMS NEEDED IN ALL PACKETS: ___ DA 638 ___ AWARD CERTIFICATE ___ MEDAL SET ___ GOVERNOR'S LETTER		29. CONDITIONAL ITEMS: ___ TAG APPRECIATION LETTER ___ DD 363A CERT. OF RETIREMENT ___ DD 2542 PRESIDENTIAL COA ___ COMMENDATION PACKAGE W/ FLAG ___ SPOUSE CERTIFICATE DA 3891(1) ___ DEVICE _____ QTY ___ ___ REQUEST MEMO FOR PRESIDENTIAL LOA SENT TO NGB	
30. COMMENTS:			
PART III - RETURNED TO UNIT			
31. RECEIVED BY (Last, First MI):	31a. SIGNATURE:	31b. DATE:	31c. TL NUMBER:

UTNG FORM 1638, FEB 2017

Figure 2-1. Retirement Award Checklist



DEPARTMENT OF THE ARMY
 ORGANIZATIONAL NAME/TITLE
 STANDARDIZED STREET ADDRESS
 CITY, STATE, ZIP + 4 CODE

DA MILITARY RETIREE SAMPLE FORMAT

(Please do not modify format, lead lines, spacing, alignment, etc)

(Use 12-point font. Do not use all caps text. Individual requests may not exceed a single page.)

OFFICE SYMBOL

DD Month YYYY

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army
 Executive Secretary, Office of the Secretary of Defense

FOR Deputy Assistant to the President and Director, White House Military Office

SUBJECT: Request Presidential Letter of Appreciation for Military Retiree

Name: Last (with Suffix if any), First and Middle Initial (Example: Smith Jr., John D.)

Rank: Spell out the military rank (Example: Staff Sergeant, Colonel, etc.)(Do not abbreviate)

Service: United States Army, United States Army Reserve or Army National Guard

Years of Service: XX years (Only provide the total number of completed years of service. Must have 30 or more years of creditable service or combined Military and Federal civilian service)

Retirement Date: DD Month YYYY (Example: 25 August 2016)

Ceremony Date: DD Month YYYY (Example: 10 August 2016)

Home Address: Mailing address with 9-digit ZIP code regardless of disposition (no abbreviations)

Must verify on www.usps.com

Unit Address: Name of Unit, complete mailing address with 9-digit ZIP code (no abbreviations)

Disposition Instructions: Advice whether to mail letter to home or unit address.

Point of contact for this action is Name, Phone Number, Email Address (do not hyperlink)

Retiree: Medal of Honor Recipient – Yes/No Former Prisoner of War – Yes/No

Original Signature (No CAC signature)



(G1 DIRECTORATE)
 COL, GS, UTARNG
 Deputy Chief of Staff, Personnel

Do not type "Encls"

SAMPLE FORMAT

Submit not earlier than 90 days in advance of the retirement date or retirement ceremony (whichever comes first). Requests may be processed up to 60 days after retirement. RA retirees need RSO/TC/MPD signature and Retirement Orders. USAR Retirees provide DA Form 5016 / ARNG Retirees provide NGB Form 23B, and Retirement Orders

Figure 2-2. Request for Presidential Letter of Appreciation

2-3. Authorized Awards and Decorations



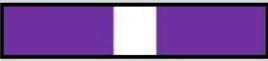













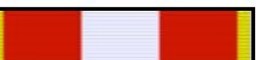
a. The order of precedence for UTNG awards and decorations is shown in Figure 2-3 below. All federal awards are higher in precedence than any UTNG award. Authorization for wear of discontinued state awards is explained in the award description.

b. Awards from other states may be worn on the ribbon rack below UTNG awards, as authorized by TAG on a memorandum for acceptance and wear. This authority may be delegated to the G1 in writing. For example, authorization to wear an Emergency Service Ribbon from another state will be requested through G1-PSD to TAG for acceptance and wear. The signed memorandum will be kept in the SM’s iPERMS record. The ribbon will be placed below the UTNG awards.

c. UTNG awards and decorations may be worn while performing duty under Title 32 of the US Code. Title 10 SMs may accept but not wear state ribbons.

d. Section II lists all UTNG awards with the corresponding description and criteria for award.

e. Table 2-7 lists authorized decorations and awards in order of precedence, awarding authority, and method of application. Find this table after the award descriptions as a quick reference.

<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: fit-content;"> Utah Medal of Valor  </div>			
Utah Cross 	Utah Joint Medal of Merit 	Utah Medal of Merit 	Utah Joint Commendation Medal 
Utah Commendation Medal 	Detur Digniori* 	Utah Achievement Ribbon 	Utah Joint Staff Service Ribbon 
Utah Military Funeral Service Ribbon 	Utah State Partnership Service Ribbon 	Utah Service Ribbon 	Utah Emergency Service Ribbon 
Utah Community Service Ribbon 	2002 Olympic Winter Games Service Ribbon* 	Utah Recruiting Ribbon 	Utah Basic Training Ribbon* 

* indicates a previous award that is no longer authorized to earn, but still authorized to wear. Please see the paragraph for the specific award for more information.

Figure 2-3. State Awards Order of Precedence

2-4. Devices and Multiple Awards

For each subsequent award of a decoration, a UTNG Beehive device or Arabic numeral device will be awarded and worn. The type of award will determine which device is worn on the ribbon. The authorized devices for wear are as follows:

a. UTNG Beehive. A beehive device worn to denote the award of second and succeeding UTNG awards.

(1) With the exception of the UTNG Service Ribbon, the bronze beehive device will be worn to denote a second or

subsequent award, not to exceed four devices per ribbon.

(2) A silver beehive is worn instead of five bronze beehives. If the number of authorized silver beehives exceeds four, a second ribbon is authorized for wear. When wearing the second ribbon, place it after the first ribbon; the second ribbon counts as one award. Wear no more than four beehives on each ribbon. Reference Table 2-3.

(3) See UTNG Beehive on Table 2-3 for a quick reference list of all UTNG awards given a bronze or silver beehive to denote a subsequent award.

b. Arabic numeral. This device is worn to denote the award of second and succeeding awards of service ribbons.

(1) The Arabic numeral one device will not be worn except to be paired with another numeral, as in 10, 11, 12, etc. The ribbon is counted as the first award, as such, the Arabic numeral two will be worn on the ribbon to denote the first subsequent award.

(2) See Arabic numerals on Table 2-4 for a quick reference list of all UTNG awards give an Arabic numeral device to denote a subsequent award.

**Table 2-3
Beehives for Multiple UTNG Awards**

AWARD	DEVICE
1 ST	RIBBON
2 ND	W / 1 BRONZE BEEHIVE
3 RD	W / 2 BRONZE BEEHIVES
4 TH	W / 3 BRONZE BEEHIVES
5 TH	W / 4 BRONZE BEEHIVES
6 TH	W / 1 SILVER BEEHIVE
7 TH	W / 1 SILVER BEEHIVE & 1 BRONZE BEEHIVE
8 TH	W / 1 SILVER BEEHIVE & 2 BRONZE BEEHIVES
9 TH	W / 1 SILVER BEEHIVE & 3 BRONZE BEEHIVES
10 TH	W / 1 SILVER BEEHIVE & 3 BRONZE BEEHIVES & EXTRA RIBBON
11 TH	W / 1 SILVER BEEHIVE & 3 BRONZE BEEHIVES W/EXTRA RIBBON W/1 BEEHIVE
12 TH	W/ 2 SILVER BEHIVES

**Table 2-4
UTNG Multiple Award Devices**

UTNG Beehive	Arabic Numeral
Medal of Valor	Joint Staff Service Ribbon
Utah Cross	State Partnership Program Service Ribbon
Joint Medal of Merit	Military Funeral Honors Ribbon
Medal of Merit	Emergency Service Ribbon
Joint Commendation Medal	Community Service Ribbon
Commendation Medal	Recruiting Ribbon
Achievement Ribbon	
UTNG Service Ribbon	

**Section II
Utah National Guard Individual Awards and Decorations**

2-5. Utah Medal of Valor

a. The Utah Medal of Valor (UT-MOV) may be presented to any member of the UTNG who distinguishes himself/herself through specific acts of bravery and outstanding courage normally associated with some risk of danger, synonymous with valor and conspicuous courage.

b. The individual need not be in a duty status but must be a member of the UTNG in good standing.

c. Recommend this award on a DA Form 638 (Recommendation for Award). The reason for award, indicated in block 12a of the DA Form 638 will be HEROISM.

d. Do not make any award of the UT-MOV except upon clear and incontestable proof by Affidavit and/or Witness Statement of at least one eyewitness or person having direct personal knowledge of the act or deed and one Witness Statement of the member performing the act. Complete the Witness Statements on a DA 2823 (Sworn Statement).

e. Approval Authority for this award is TAG. The Governor of the State of Utah, TAG, or another designated representative may present the award.

f. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.

- g. The UT-MOV ribbon is navy blue with two white vertical stripes through the center and one white stripe on either side.

2-6. Utah Cross

- a. The Utah Cross (UT-CRS) may be presented to any member of the UTNG who distinguishes himself/herself through a voluntary course of action. The individual must voluntarily accept existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage that are clearly above and beyond the call of duty.
- b. The individual need not be in a duty status but must be a member of the UTNG in good standing.
- c. Recommend this award on a DA Form 638. The reason for award, indicated in block 12a of the DA Form 638 will be HEROISM.
- d. Do not make any award of the UT-CRS except upon clear and incontestable proof by Affidavit or Witness Statement of at least one eyewitness or person having direct personal knowledge of the act or deed and one Witness Statement of the member performing the act. Complete the Witness Statements on a DA 2823.
- e. Approval Authority for this award is TAG. The Governor of the State of Utah, TAG, or another designated representative may present the award.
- f. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.
- g. The UT-CRS ribbon is navy blue with three yellow vertical stripes through the center and one yellow vertical stripe through the edge of the ribbon.

2-7. Utah Joint Medal of Merit

- a. The Utah Joint Medal of Merit (UT-JMOM) may be presented to any member of the UTNG who distinguishes himself/herself by exceptionally meritorious service while engaged in a joint mission (in support of both Army and Air National Guard) and who, by selfless and tireless activities in connection with the UTNG, has rendered a distinct service in furthering the interest of and in promoting the image, security, and welfare of the UTNG and the State of Utah.
- b. Recommend this award on a DA Form 638.
- c. Approval Authority for this award is TAG. The Governor of the State of Utah, TAG, or another designated representative may present the award.
- d. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.
- e. The UT-JMOM ribbon is purple with a white vertical stripe through the center.

2-8. Utah Medal of Merit

- a. The Utah Medal of Merit (UT-MOM) may be presented to any member of the UTNG who distinguishes himself/herself by outstanding meritorious service to the State of Utah in a duty of great responsibility, or who, through activities in connection with the UTNG has rendered a distinct service in furthering the interest of and in promoting the security, welfare of the State of Utah, and/or the UTNG.
- b. Recommend this award on a DA Form 638.
- c. Approval Authority for this award is TAG. TAG, O-6 Commander, or another designated representative may present the award.
- d. This award criterion is considered comparable to the Meritorious Service Medal (MSM), but may be awarded to those who may not otherwise be eligible for the MSM.
- e. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.
- f. The UT-MOM ribbon is crimson with one white stripe through the center and one white stripe on either side.

2-9. Utah Joint Commendation Medal

- a. The Utah Joint Commendation Medal (UT-JCM) may be awarded to any member of the UTNG who distinguishes himself/herself while performing outstanding or meritorious service or support to the community while engaged in a joint mission (in support of both Army and Air National Guard).
- b. Recommend this award on a DA Form 638.
- c. Approval Authority for this award is the Assistant Adjutant General (AAG) or higher. The SM's commander or another designated representative may present the award.
- d. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.
- e. Do not award the UT-JCM to General Officers.
- f. The UT-JCM ribbon is blue on either side, purple in the center and a white stripe bordering each color.

2-10. Utah Commendation Medal

- a. The Utah Commendation Medal (UT-COM) may be presented to any member of the UTNG who distinguishes himself/herself by heroism, meritorious achievement or meritorious service in support of the UTNG or the community that reflects a positive image on the UTNG.
- b. This award does not include "joint mission" participation.
- c. Recommend this award on a DA Form 638.
- d. Approval Authority for this award is the SM's O-6 Commander or higher. The SM's commander or another designated representative may present the award.
- e. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.
- f. This award criterion is considered comparable to the Army Commendation Medal (ARCOM), but may be awarded to those

who may not otherwise be eligible for the ARCOM.

g. The State Senior Enlisted Leader will nominate the SMs who win the annual Best Warrior Competition as event champions for the UT-COM. Award Authority for this award during the Best Warrior Competition is TAG. TAG or a designated representative will present the award to the SM at the time of the event.

h. Do not award the UT-COM to General Officers.

i. The UT-COM ribbon is green with one white vertical stripe through the center and three white stripes through each side.

2-11. Detur Digniori

a. The Detur Digniori Ribbon has been **discontinued**. The effective period for this award was **15 April 1982 to 1 June 1989**.

b. This award may have been awarded in the 1970s, although the first regulatory evidence in which it appears is dated 15 April 1982.

c. This award was given annually for exceptional performance by an outstanding Soldier (E-7 or E-8) during the calendar year.

d. Precedence for the Detur Digniori Ribbon is worn before the Utah Commendation Medal and after the Utah Achievement Ribbon. Soldiers are still authorized to wear this ribbon on the Army Service Uniform (ASU) in this order of precedence.

e. The Detur Digniori ribbon is scarlet, white, and gold.

2-12. Utah Achievement Ribbon

a. The Utah Achievement Ribbon (UT-ACH) may be presented to any member of the UTNG who provides outstanding achievement or service to his/her unit or community organization. The ribbon is awarded for individual acts of achievement or service (of a lesser degree than required for the ARCOM or UT-COM) that directly affect unit readiness, and/or as recognition for outstanding military support to the community rather than the UTNG in general.

b. Recommend this award on a memorandum. Example memorandum in List of Figures section of this regulation.

c. Approval authority for this award is the O-3 Commander or above. The SM's commander or another designated representative may present the award.

d. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.

e. This award criterion is considered comparable to the Army Achievement Medal (AAM), but may be awarded to those who may not otherwise be eligible for the AAM.

f. The State Senior Enlisted Leader will nominate SMs selected to represent their MSCs for the annual Best Warrior Competition for the UT-ACH. TAG is the award authority for this award during the Best Warrior Competition and will present it to the SM at the time of the event.

g. Do not award the UT-ACH to General Officers.

h. The UT-ACH ribbon is green with three yellow vertical stripes through the center and one vertical stripe through either side.

2-13. Utah Joint Staff Service Ribbon

a. The Utah Joint Staff Service Ribbon (UT-JSSR) may be awarded to any member of the Joint Staff (Officer or Enlisted) for 12 consecutive months of significant and sustained service to include members of the Chemical Stockpile Emergency Preparedness Program (CSEPP), Civil Support Team (CST), and Homeland Response Force (HRF). The ribbon may also be awarded to other members of the Air or Army National Guard who have provided significant support in an assigned joint staff position, over a period of not less than 12 consecutive months or as approved by the award authority. Do not nominate the SM for additional UT-JSSRs while serving in the same duty position. Each UT-JSSR is "duty position" unique.

b. Recommend this award on a memorandum.

c. Approval authority for this award is the TAG or AAG (Army or Air). The SM's commander or another designated representative may present the award.

d. Use Arabic numeral devices to denote subsequent awards, see Table 2-4.

e. The UT-JSSR ribbon is green, purple, and blue with one white vertical stripe bordering each color.

f. Army personnel will display the ribbon with the green stripe to the wearer's right. Air Force personnel will display the ribbon with the blue stripe to the wearer's right.

2-14. Utah Military Funeral Honors Ribbon

a. The Utah Military Funeral Honors Ribbon (UT-MFH) may be awarded to any member of the UTNG who, after 1 January 2007, served as a member of a military funeral honors detail in any capacity and participated in a minimum of 25 Military Funeral Honor missions.

b. Branch of service or duty status of the deceased Veteran does not limit participation on these details, nor have any bearing in the number of missions completed. Participation must be in an official capacity through the Utah Military Funeral Honors (NGUT-MFH) Program.

c. Recommend this award on a memorandum.

d. Approval authority for this award is the G1. The SM's commander, the MFH Coordinator or designated unit representative may present the award.

e. Use Arabic numeral devices to denote subsequent awards. Multiple award criteria is shown in Table 2-5.

f. The UT-MFH is white with one blue stripe through the edge of the ribbon.

**Table 2-5
UTNG Military Funeral Honors Ribbon - Multiple Awards**

AWARD	DEVICE	# Funeral Honors Missions
1 ST	RIBBON	25
2 ND	W / NUMERAL 2	100
3 RD	W / NUMERAL 3	200
4 TH	W / NUMERAL 4	300
5 TH	W / NUMERAL 5	400
6 TH	W / NUMERAL 6	500
7 TH	W / NUMERAL 7	600
8 TH	W / NUMERAL 8	700
9 TH	W / NUMERAL 9	800
10 TH	W / NUMERAL 10*	900

* Numeral 10 is made up of a numeral 1 and a numeral 0 device. For more information on Arabic numeral devices, see section 2-4, Devices and Multiple Awards.

2-15. Utah State Partnership Program Service Ribbon

a. The Utah State Partnership Program Ribbon (UT-SPP) may be presented to any member of the UTNG who, while on military orders (orders may be for pay or points only), performed duty in support of the State Partnership Program (Staff Leadership) for a period of one or more days on or after 1 January 1994.

b. The State Partnership Program is defined as the United States European Command (USEUCOM) sanctioned association between the UTNG (Army and Air) and the countries of Belarus (1 Jan 1994 to 31 Dec 2002) and the Kingdom of Morocco (1 Dec 2003 to present).

c. Recommend this award on a memorandum.

d. This includes exercises conducted in the CONUS and/or in Morocco which support and amplify the State Partnership Program (i.e., African Lion).

e. Approval authority for this award is the Deputy Chief of Staff, Training (G3).

f. Use Arabic numeral devices to denote subsequent awards, see Table 2-4.

g. The UT-SPP is maroon with one green vertical stripe through either side of the ribbon.

2-16. Utah Service Ribbon

a. The Utah Service Ribbon (UT-SRV) first award may be awarded to any SM who, while a member of the UTNG, completed honorable and faithful service for a period of three (3) years, during which time the SM maintained a drill attendance record of at least 90 percent.

b. The second and subsequent awards are awarded to any SM who, while a member of the UTNG, completed honorable and faithful service for a period of five (5) years, during which time the SM maintained a drill attendance record of at least 90 percent.

c. A break-in-service of more than 24 hours will interrupt any period for this award. This will cause the period of award to restart for the award. This interruption can occur at any point during the SM's three (3) or five (5) year periods for any reason.

(1) SMs that enter the Inactive National Guard (ING) for any amount of time are considered to have a break-in-service and the time for this award will begin when the SM has returned to drilling status. This includes SMs participating in a religious affiliated service mission.

(2) SMs that enter the Individual Ready Reserve (IRR) for any amount of time are considered to have a break-in-service and the time for this award will begin if the SM returns to drilling status.

d. Approval Authority for this award is the O-3 Commander. The SM's commander or another designated representative may present the award.

e. Use beehive devices to denote subsequent awards, see Table 2-6.

f. The UT-SRV ribbon is red with one yellow vertical stripe through the center and two yellow vertical stripes through either side.

**Table 2-6
Utah Service Ribbon Additional – Multiple Awards**

AWARD	DEVICE	YEARS OF SERVICE
1 ST	RIBBON	3
2 ND	W / 1 BRONZE BEEHIVE	5
3 RD	W / 1 SILVER BEEHIVE	10
4 TH	W / 1 SILVER & 1 BRONZE BEEHIVE	15
5 TH	W / 2 SILVER BEEHIVES	20
6 TH	W / 2 SILVER & 1 BRONZE BEEHIVE	25
7 TH	W / 3 SILVER BEEHIVES	30
8 TH	W / 3 SILVER & 1 BRONZE BEEHIVE	35
9 TH	W / 4 SILVER BEEHIVES	40
10 TH	2 ND RIBBON W / 1 BRONZE BEEHIVE	45

2-17. Utah Emergency Service Ribbon

- a. The Utah Emergency Service Ribbon (UT-ESR) may be awarded to any member of the UTNG who, after 1 September 1982, honorably performs duty in support of an emergency situation. The duty must be in direct support of an emergency situation declared by the Governor of the State of Utah and the SM must be in a duty status (state active duty orders, orders for pay or points-only status) at the time service is rendered.
- b. Approval authority for this award is the G1. The SM’s commander or designated representative may present the award.
- c. Emergency Service Ribbons awarded by other states are worn below all UTNG awards in the order of precedence.
- d. Use beehive devices to denote subsequent awards, see Tables 2-3 and 2-4.
- e. The UT-ESR ribbon is red with one white and one yellow stripe through either side.
- f. The periods of eligibility are listed in appendix A.

2-18. Utah Community Service Ribbon

- a. The Utah Community Service Ribbon (UT-CSR) may be presented to any member of the UTNG who, after 15 February 2017, honorably performs volunteer community service or support events of a direct and consequential nature. The intent of this award is to recognize the community service of the “Citizen Service Member” who provides community support, with different organizations, and not a single act or achievement. To qualify for this award the service or support must meet the following requirements:

Service must be to the civilian community, to include the military family community.

- (2) Reflect favorably on the UTNG.
- (3) Volunteer service must include separate community events to include, but not limited to: service projects, Boy Scouts of America, youth sports, Honor Guard, youth mentorship programs, community boards, councils, etc. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line is considered qualifying service.
- (4) Service performed must be on a volunteer basis and may not be part of any military mission (e.g. a unit project, detailed or tasked), however the SM can be in a Readiness Management Period (RMP) or points-only status.
- (5) SM may not be in an AT, IDT, or split-train status while performing the community support.

- b. Approval authority for this award is the O-3 commander. The SM’s commander or another designated representative may present the award.

- (1) Award the UT-CSR on a memorandum with no permanent order required.
- (2) The commander must have direct knowledge of SM’s contributions and may recognize SMs who support events that help build community relations. The SM’s commander will certify that the SM meets the requirements and that the service was honorable throughout the award period.

- c. This award criterion is comparable to the Military Outstanding Volunteer Service Medal (MOVSM). The UT-CSR may be awarded to those who may not yet be eligible for the MOVSM.

- d. Use Arabic numeral devices to denote subsequent awards, see Table 2-4.
- e. The UT-CSR ribbon is blue with a purple stripe down the middle and yellow stripes just inside blue stripes on both ends.

2-19. Utah Olympic Service Ribbon

- a. The Utah Olympic Service Ribbon (UT-OGR) is **discontinued**. The effective period for this award was 1 January 2002 to 31 March 2002.

- b. This award may be awarded to any individual who honorably performed service to the Salt Lake City 2002 Olympic Winter Games.

- c. One may award the ribbon retroactively with documentation showing that the SM meets the criteria in paragraph b. above. For a retroactive award, submit a request memorandum to G1-PSD, along with any orders placing the SM on active duty in a support role, in Utah, during the time of the 2002 Olympic Winter Games. G1-PSD will prepare an award memorandum.

- d. The UT-OGR ribbon is red with a blue stripe through the center bordered by one white and yellow vertical stripe on either side.

2-20. Utah Recruiting Ribbon

- The Utah Recruiting Ribbon (UT-REC) may be presented to any member of the UTNG who personally assists in the enlistment of three prior service or non-prior service personnel.
- Request this award on a DA form 4187 through SM's chain of command to NGUT- RRB. See templates section.
- Approval authority for this award is the Recruiting and Retention Commander. Announcement of this award is on a memorandum. See templates section for example.
- The SM's commander or designated representative may present the ribbon.
- Use Arabic numeral devices to denote subsequent awards, see table 2-4.
- The UT-REC ribbon is white with four stars horizontally in the center and three white vertical stripes on either side.

2-21. Utah Basic Training Ribbon

- The Utah Basic Training Ribbon (UT-BTR) is **discontinued**. The effective period for this award was 1 January 1968 to 1 June 1989.
- Awarded to each enlisted member of the Utah Army National Guard upon completion of a six month active duty basic training program tour.
- The UT-BTR ribbon is red with a white vertical stripe through the center and one yellow vertical stripe through the edge of the ribbon.

**Table 2-7
UTNG DECORATIONS – PROCEDURES**

Award Name	Award Authority	Required Documents / Application Procedure	Announcement	Presentation	Additional Awards
MEDAL OF VALOR	TAG	DA Form 638 or AF equivalent. Eyewitness Statement or Affidavit (<i>DA Form 2823, Sworn Statement, or equivalent</i>)	Permanent Order, Certificate & Medal Set	Governor of Utah, TAG, or Designated Representative	BEEHIVE
UTAH CROSS	TAG	DA Form 638 or AF equivalent. At least two eyewitness statements or affidavit (<i>DA Form 2823, Sworn Statement, or equivalent</i>)	Permanent Order, Certificate & Medal Set	Governor of Utah, TAG, or Designated Representative	BEEHIVE
JOINT MEDAL OF MERIT	TAG	DA Form 638 or AF equivalent	Permanent Order, Certificate & Medal Set	Governor of Utah, TAG or Designated Representative	BEEHIVE
MEDAL OF MERIT	TAG	DA Form 638 or AF equivalent	Permanent Order, Certificate & Medal Set	TAG, O-6 CDR or Designated Representative	BEEHIVE
JOINT COMMENDATION MEDAL	AAG ARMY / AIR	DA Form 638 or AF equivalent	Permanent Order, Certificate & Medal Set	SM's CDR or Designated Representative	BEEHIVE
COMMENDATION MEDAL	O-6 CDR or TAG	DA Form 638 or AF equivalent	Permanent Order, Certificate & Medal Set	SM's CDR or Designated Representative	BEEHIVE
ACHIEVEMENT RIBBON	O-3 CDR or NGUT-PER- PA	Memorandum	Memorandum & ribbon. Permanent orders not required.	SM's CDR or Designated Representative	BEEHIVE
JOINT STAFF SERVICE RIBBON	AAG ARMY / AIR	Memorandum (one per individual) to NGUT-PER with Rank, SSN, position, and description of significant duties and contributions to qualify for award. Reviewed by G1 and submitted to AAG ARMY / AIR.	Memorandum & ribbon. Permanent orders not required.	SM's CDR or Designated Representative	ARABIC NUMERAL

MILITARY FUNERAL HONORS RIBBON	G1	Unit CDR request on memorandum to UT-MFH State Coordinator / Technician. NGUT-MFH Technician verifies eligibility through Tribute Assistance Planning Service (TAPS) database.	Memorandum & ribbon. Permanent orders not required. Distribution completed by G1-PSD.	SM's CDR or Designated Representative	ARABIC NUMERAL
STATE PARTNERSHIP PROGRAM SERVICE RIBBON	J3	MEMORANDUM FOR NGUT-OPS, ATTN: SPP coordinator (one per individual), from Staff Officer or individual with direct knowledge of individual's participation (i.e. unit commander or Readiness NCO). SPP Coordinator to validate eligibility and obtain J-3 signature.	Memorandum & ribbon. Permanent orders not required. Distribution completed by J3.	SM's CDR or Designated Representative	ARABIC NUMERAL
UTAH SERVICE RIBBON	O-3 CDR	Memorandum. Unit administrators to review personnel records to determine appropriate satisfactory service as required for the award based on review of personnel records.	Memorandum & ribbon. Permanent orders not required. Distribution completed by Unit.	SM's CDR or Designated Representative	BEEHIVE
EMERGENCY SERVICE RIBBON	G1	Memorandum. G1-PSD will certify that duty was performed in support of state emergency. Based on review of personnel records from state emergency operations (coordinated with J3).	Memorandum & ribbon. Permanent orders not required. Distribution completed by G1-PSD.	SM's CDR or Designated Representative	ARABIC NUMERAL
UTAH COMMUNITY SERVICE RIBBON	O-3 CDR	Memorandum. The commander must have direct knowledge of SM's contributions. The SM's commander will certify that the SM meets the requirements and that the service was honorable throughout the award period.	Memorandum & ribbon. Permanent orders not required. Distribution completed by Unit.	SM's CDR or Designated Representative	ARABIC NUMERAL
RECRUITING RIBBON	RRB CDR	DA 4187 THRU CoC TO NGUT-RRB. Reviewed by NGUT-RRB CDR.	Memorandum & ribbon. Permanent Orders not required. Distribution completed by NGUT-RRB.	SM's CDR or Designated Representative	ARABIC NUMERAL

Section III Presenting State Awards

2-22. Presentation of State Awards

a. Individual state decorations awarded by TAG will be issued with permanent orders when applicable, certificates, the appropriate medal or ribbon and presentation binder. Present all awards at an appropriate ceremony.

(1) The official and standard UTNG Blank Certificate is the only authorized certificate for all UTNG state awards. Preparation of the certificate will be similar to federal certificates as referenced in AR 600-8-22. See figure 2-7.

(2) The citation on UTNG blank certificates will not exceed six lines.

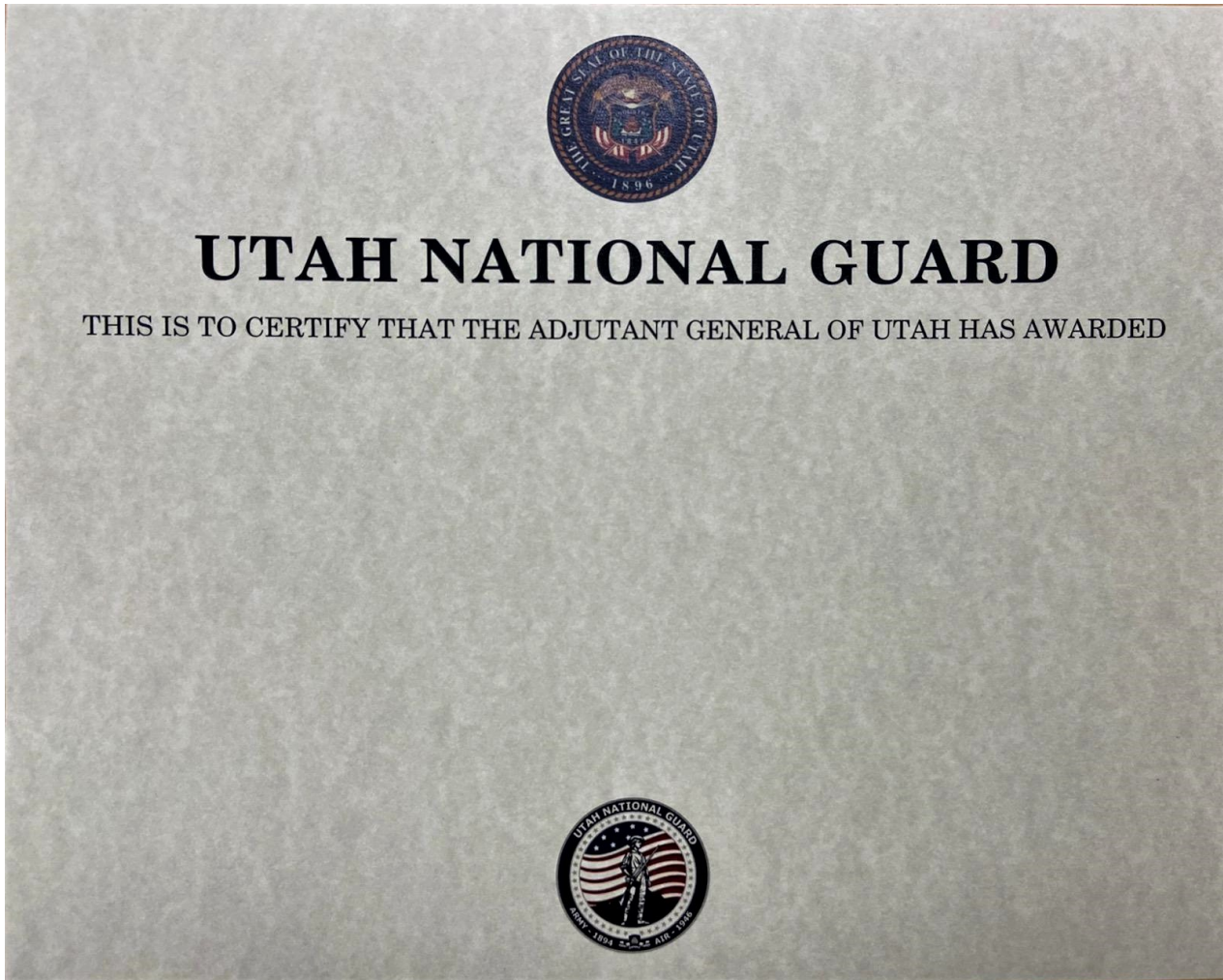
(3) The certificates are created by the G1 Awards NCO and sent to appropriate authority for signature.

b. Service ribbons, as noted in the announcement column of Table 2-7, do not require a permanent order number and are

announced on a memorandum. See Utah Service Ribbon Memorandums in the template section for examples of the UTNG Award Memorandum. Use this format for all state service awards and for both individual awards and multiple awards given to one SM. A SM may receive an award multiple times on one memorandum, however, list only one SM on a memorandum.

c. Distribution. Approved awards will be submitted to SMs iPERMS. Awards are posted to the SRB (or AF equivalent). Table 2-7 outlines distribution responsibilities for specific awards.

d. The unit commander will present all UTNG awards, unless otherwise stated in Table 2-7.



* can be used for Airmen and Soldiers.

Figure 2-7. State Awards Certificate

Chapter 3 Other Award Items

3-1. ARNG Honor Guard Tab

The ARNG Honor Guard Tab may be awarded to personnel who complete initial Military Funeral Honors (MFH) training, meet appearance standards, and are recommended by a certified MFH trainer to the Office of the Senior Enlisted Leader (SEL). The Office of the SEL will identify those authorized to wear the tab and submit a request for acceptance and wear of the ARNG Honor Guard Tab. The G1 will cut and revoke the orders when required. The G1 will publish the Military Funeral Honors Appointment Memorandums, to authorize acceptance and wear of the ARNG Honor Guard Tab. The ARNG Honor Guard Tab may be worn on the Operational Camouflage Pattern (OCP) and Army Service Uniform (ASU). Personnel will remove the tab upon leaving the UTARNG Military Funeral Honors program.

3-2. Additional Instructions for Foreign Awards

UTNGR 600-8-22 • 1 August 2021

a. Requests for wear of foreign awards. Units will submit the following documents to the G1, G1-PSD for approval of foreign awards and badges. Find example checklists and memorandums on the UTNG G1 Awards SharePoint as well as <https://www.hrc.army.mil/content/Processing%20Guides%20and%20Templates>.

(1) Memorandum requesting wear and approval of official foreign award. Memorandum must include the date awarded, proper name of the award, and signature of a unit administrative clerk.

(2) Copies of the foreign award/certificate. Provide translated copies when written in a foreign language.

(3) Orders to validate the duty status the individual was in at the time of award.

(4) The G1 has specific delegation of authority from TAG to approve foreign awards as prescribed in Appendix D and E of AR 600-8-22.

b. Request for Campaign Participation Credit (CPC) streamers. Units will adhere to all current guidance regarding the submission of campaign participation credit. The minimum documents required for submission are identified in Figure 3-1.

3-3. Meritorious Unit Commendation

a. Submit recommendations for award of the Meritorious Unit Commendation (MUC) to Army units on a DA Form 7594. The MUC is processed through normal military command channels to Commander, U.S. Army Human Resources Command, Awards and Decorations Branch (AHRC-PDP-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408. The senior parent headquarters to the unit recommended for the award will initiate recommendation for the award. For detailed award description and qualifications see AR 600-8-22, para 7-14.

b. Rules for processing a DA Form 7594 are found in AR 600-8-22, para 7-16.

c. An individual unit award emblem is authorized for wear on the uniform. See AR 607-1 for information on temporary and permanent wear of U.S. and foreign unit awards.

(1) SMs who are in the unit at the time that the award is presented are authorized permanent wear of the award.

(2) SMs who join the unit after presentation of the award are authorized temporary wear of the award only while they maintain membership in the unit.

**Campaign Participation Credit (CPC)
CHECKLIST**

Date Received _____ State: _____ POC: _____

Requesting Unit _____

Date REFRAD _____

REQUIRED DOCUMENTATION:

- Unit Deployment (movement) Orders
- Unit Redeployment (movement) Orders
- Brigade CMDR Memorandum (from Wartime COC)
 - Request for CPC that lists all assigned/attached units.
- General Officer Endorsement (from Wartime COC)
 - Specific Location
 - Actual Dates Unit Was In Theater
 - Verification that all units are in compliance with 65% MTOE strength for the period.
- Unit List (See Excel Spreadsheet)
 - Unit Official Name _____
 - Unit Mailing Address _____
 - UIC/Derivative UIC _____
 - ACOM, ASCC, DRU _____
 - Location of Participation (country) _____
 - Streamer Operation (OEF, OND, OIF, etc.) _____
 - Inclusive Dates in Country: FROM: _____ TO: _____
 - Unit Personnel Strength (Authorized/Assigned) _____
 - Participation Percentage _____
 - Component (ARNG) _____

Figure 3-1. Campaign Participation Credit Checklist

Appendix A
Periods of Eligibility for the Utah Emergency Service Ribbon

A-1. Eligibility periods

A historic list of periods eligible for award of the Utah Emergency Service Ribbon to include multiple devices is shown in table A-1.

Table A-1
Emergency Service Ribbon Periods of Eligibility

<i>NAME OF OPERATION</i>	<i>PERIOD OF ELIGIBILITY</i>
HURRICANE KATRINA & RITA	27 August 2005 - 27 February 2006
HERRIMAN FIRE SUPPRESSION	19 September 2010 - 30 September 2010
2011 SPRING FLOOD MONITORING	18 April 2011 – 16 July 2011
2012 WILDLAND FIRE SUPPORT	10 June 2012 – 10 July 2012
OPERATION WIND STORM (DAVIS CO.)	4 December 2011 – 5 December 2011
COVID-19 OPERATIONS & ACTIVITIES	31 January 2020 – a date to be determined
CIVIL UNREST (SALT LAKE CITY)	1 June 2020 – 20 June 2020
MAGNA 5.7 EARTHQUAKE	20 March 2020 – 1 April 2020
ANTICIPATED CIVIL UNREST (SLC)	15 January 2021 – 21 August 2021

Templates

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE, RANK, & DATE	TO	ACTION	SIGNATURE, RANK, & DATE	
TAG	Approve	<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur	SGS	Review	<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur	
AAG	Approve	<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur			<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur	
CoS	Approve	<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur			<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur	
CCWO	Approve	<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur			<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur	
SCSM	Approve	<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur			<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur	
G1	Approve	<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur			<input type="checkbox"/> Concur <input type="checkbox"/> Concur w/change <input type="checkbox"/> Non-concur	
ACTION OFFICER (Name and Rank)			OFFICE SYMBOL	PHONE	TRACKING NUMBER	SUSPENSE DATE
SUBJECT					DATE	
<p>SUMMARY</p> <p>Purpose:</p> <p>Background:</p> <p>Discussion:</p> <p>Recommendations:</p> <p>Counterpoint (if applies):</p>						

UTNG FORM 1200, SEP 2014

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code) Commander, Recruiting and Retention Battalion 12953 South Minuteman Drive Draper, UT 84020	2. TO (Include ZIP Code) G1- Personnel Service Division 12953 South Minuteman Drive Draper, UT 84020	3. FROM (Include ZIP Code) Soldier's Unit Soldier's Unit Address
--	---	--

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) Dawg, Top	5. GRADE OR RANK/PMOS/AOC SSG	6. SOCIAL SECURITY NUMBER
--	----------------------------------	---------------------------

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting In Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) UTARNG Recruiting Ribbon
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. Request approval memo to issue the UTARNG Recruiting Ribbon IAW UTNG Regulation 600-8-22

2. SSG Top Dawg enlisted the following UTARNG Soldiers:

-PV2

-PFC

-PV2

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
---	---------------	---------------------



UTAH NATIONAL GUARD
JOINT FORCE HEADQUARTERS
12953 MINUTEMAN DRIVE
DRAPER, UT 84020

NGUT-PER-Z

27 July 2020

MEMORANDUM FOR Commander, Recruiting and Retention Battalion, 12953
Minuteman Drive, Draper, Utah 84020

SUBJECT: Announcement of Award – Recruiting and Retention Senior Badge

1. Announcement is made of the Recruiting and Retention Senior Badge to:

NAME	RANK	DOD ID	Effective:
<u>Snuffy</u> , Joe B.	SFC	123456789	26 July 2020

2. Authority: NGR 601-1, paragraph 4-11, Table 4-1.

3. Reason: SFC Snuffy successfully achieved 100% of cumulative assigned mission for 12 consecutive months while assigned to a valid recruiting and retention position.

4. The point of contact is (Name, work phone number, and email).

FOR THE ADJUTANT GENERAL:

(G1 DIRECTORATE)
COL, GS, USA
Deputy Chief of Staff, Personnel

CF:
OMPF

Memorandum Announcement Awarding the UTARNG Recruiting Ribbon

Army Achievement Medal (AAM) DA Form 638 Template/Example – Page 1 of 2

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
PRIVACY ACT STATEMENT			
AUTHORITY:	10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.		
PURPOSE(S):	To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.		
ROUTINE USES:	In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.		
DISCLOSURE:	Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.		
1. TO Commander BN Unit 123 Unit Address, City, UT 84000	2. FROM Commander Co Unit 123 Unit Address, City, UT 84000	3. DATE (YYYYMMDD)	
PART I - SOLDIER DATA			
4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN	
7. ORGANIZATION Recommend Soldier's Unit 123 Unit Address, City, UT 84000	8. PREVIOUS AWARDS		
9. BRANCH OF SERVICE No entry required if branch is Army	10. RECOMMENDED AWARD AAM	11. PERIOD OF AWARD	
		a. FROM	b. TO
12. REASON FOR AWARD			
12a. INDICATE REASON	12b. INTERIM AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	13. PROPOSED PRESENTATION DATE (YYYYMMDD)
PART II - RECOMMENDER DATA			
14. NAME (Last, First, Middle Initial)	15. ADDRESS Unit Name 123 Unit address City, UT 84000		
16. TITLE/POSITION Platoon SGT	17. RANK	19. SIGNATURE	
18. RELATIONSHIP TO AWARDEE Supervisor			
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 SGT Soldier... Give a strong achievement using complete sentences and correct punctuation. The first achievement should be the best achievement that the Soldier did to be recommended for the award. Avoid using acronyms unless you have already typed out the full title or name that acronym means.			
ACHIEVEMENT #2 SGT Soldier... Start all the achievements with the Soldier's name and a new achievement that strengthens the reason for giving them the award. Achievements in an MSM should support that the Soldier went above and beyond the requirements of an ARCOM and they deserve a higher award. Simply doing their job, or basic Soldier skills, should not be the basis for recommendation of an award.			
ACHIEVEMENT #3 SGT Soldier... By regulation, you only need one achievement to give a Soldier an award, but as you add more to the achievements, the more likely the award will be processed as the award you think they deserve.			
ACHIEVEMENT #4 SGT Soldier... Use a full paragraph to describe the achievements. When you write one to two sentences it looks like you are trying to stretch one achievement out to cover the whole form. If you only have two achievements, that is okay, but make those two achievements so good that anyone who reads it will agree that the Soldier deserved the award given.			
21. PROPOSED CITATION For outstanding achievement during To write the citation, summarize the achievements that you just wrote in Achievements #1-4. Keep in mind this is a proposed citation. If the citation that you write does not fit on the six lines that the certificate is allowed to have, the admin Soldier that is creating the certificate will modify it to fit. Write citation using third person pronouns, such as he, him, she, her... SGT Soldier's accomplishments are in keeping with the finest traditions of military service. This reflects great credit upon themselves, the unit, the Utah Army National Guard, and the United States Army.			

Army Achievement Medal (AAM) DA Form 638 Template/Example – Page 2 of 2

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO Commander, BN Unit City, UT 84000	b. FROM Commander, Co Unit City, UT 84000	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Commander, BN Unit City, UT 84000	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ Battalion S-1 shop City, UT 84000	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY S-1 NCOIC	28b. RANK		
28c. TITLE/POSITION HR NCOIC	29. APPROVED AWARD AAM		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

Utah Achievement Ribbon (UT-ACH) Memorandum Template/Example



UTAH ARMY NATIONAL GUARD

COMMAND
ADDRESS
CITY, UT 84000

NGUT-XXX-XX

XX Month YEAR

MEMORANDUM FOR RECORD

SUBJECT: Announcement of the Utah Army National Guard Achievement Ribbon

1. Announcement of the Utah Army National Guard Achievement Ribbon to RANK First M. Last, SSN, Parent Unit, UTARNG.
2. Period of Award: **DATE to DATE**
3. Authority: UTNG Regulation 600-8-22, Para 2-12.
4. Reason: **REASON FOR AWARD. For your hard work, achievements, dedication, etc. as the POSITION in the MISSION/EVENT/UNIT/DIRECTORATE. Your efforts and ... You ensured... Your dedication and support to... is appreciated.**
5. Recommended by: **RANK Name, Unit, UTARNG**
6. POC for this headquarters is **RANK Last** at **phone** or **email**.

FIRST MI. LAST
CPT, FA, UTARNG
Commanding

Army Commendation Medal (ARCOM)/Utah Commendation Medal (UT-COM) DA 638 Template/Example
- Page 1 of 2

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
PRIVACY ACT STATEMENT			
AUTHORITY:	10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.		
PURPOSE(S):	To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.		
ROUTINE USES:	In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.		
DISCLOSURE:	Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.		
1. TO Commander BDE Unit 123 Unit Address, City, UT 84000	2. FROM Commander Co Unit 123 Unit Address, City, UT 84000	3. DATE (YYYYMMDD)	
PART I - SOLDIER DATA			
4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN	
7. ORGANIZATION Recommend Soldier's Unit 123 Unit Address, City, UT 84000	8. PREVIOUS AWARDS		
9. BRANCH OF SERVICE No entry required if branch is Army	10. RECOMMENDED AWARD ARCOM	11. PERIOD OF AWARD	
		a. FROM	b. TO
12. REASON FOR AWARD			
12a. INDICATE REASON	12b. INTERIM AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS <input type="checkbox"/> YES <input type="checkbox"/> NO	13. PROPOSED PRESENTATION DATE (YYYYMMDD)
PART II - RECOMMENDER DATA			
14. NAME (Last, First, Middle Initial)	15. ADDRESS Unit Name	17. RANK	
16. TITLE/POSITION Platoon SGT	17. RANK	123 Unit address City, UT 84000	
18. RELATIONSHIP TO AWARDEE Supervisor	19. SIGNATURE		
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 SGT Soldier... Give a strong achievement using complete sentences and correct punctuation. The first achievement should be the best achievement that the Soldier did to be recommended for the award. Avoid using acronyms unless you have already typed out the full title or name that acronym means.			
ACHIEVEMENT #2 SGT Soldier... Start all the achievements with the Soldier's name and a new achievement that strengthens the reason for giving them the award. Achievements in an MSM should support that the Soldier went above and beyond the requirements of an ARCOM and they deserve a higher award. Simply doing their job, or basic Soldier skills, should not be the basis for recommendation of an award.			
ACHIEVEMENT #3 SGT Soldier... By regulation, you only need one achievement to give a Soldier an award, but as you add more to the achievements, the more likely the award will be processed as the award you think they deserve.			
ACHIEVEMENT #4 SGT Soldier... Use a full paragraph to describe the achievements. When you write one to two sentences it looks like you are trying to stretch one achievement out to cover the whole form. If you only have two achievements, that is okay, but make those two achievements so good that anyone who reads it will agree that the Soldier deserved the award given.			
21. PROPOSED CITATION For outstanding achievement during To write the citation, summarize the achievements that you just wrote in Achievements #1-4. Keep in mind this is a proposed citation. If the citation that you write does not fit on the six lines that the certificate is allowed to have, the admin Soldier that is creating the certificate will modify it to fit. Write citation using third person pronouns, such as he, him, she, her... SGT Soldier's accomplishments are in keeping with the finest traditions of military service. This reflects great credit upon themselves, the unit, the Utah Army National Guard, and the United States Army.			

DA FORM 638, JUN 2017

REPLACES DA FORM 638-1.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

Page 1 of 3
APD LCV2.01ES

**Army Commendation Medal (ARCOM)/Utah Commendation Medal (UT-COM) DA 638 Template/Example
- Page 2 of 2**

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO Commander, BN Unit City, UT 84000	b. FROM Commander, Co Unit City, UT 84000	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO Commander, BDE Unit City, UT 84000	b. FROM Commander, BN Unit City, UT 84000	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Commander, BDE Unit City, UT 84000	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Brigade Commander		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ Brigade S-1 shop City, UT 84000	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY S-1 NCOIC	28b. RANK		
28c. TITLE/POSITION HR NCOIC	29. APPROVED AWARD ARCOM		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

Utah Medal of Merit (UT-MOM) DA Form 638 Template/Example – Page 1 of 2

RECOMMENDATION FOR AWARD					
For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.					
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.					
PRIVACY ACT STATEMENT					
AUTHORITY:	10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.				
PURPOSE(S):	To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.				
ROUTINE USES:	In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.				
DISCLOSURE:	Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.				
1. TO Office of the Adjutant General, UTNG 12953 S Minuteman Dr., Draper, UT 84020		2. FROM Commander Co Unit 123 Unit Address, City, UT 84000		3. DATE (YYYYMMDD)	
PART I - SOLDIER DATA					
4. NAME (Last, First, Middle Initial)			5. RANK	6. SSN	
7. ORGANIZATION Recommend Soldier's Unit 123 Unit Address, City, UT 84000			8. PREVIOUS AWARDS		
9. BRANCH OF SERVICE No entry required if branch is Army			10. RECOMMENDED AWARD MSM	11. PERIOD OF AWARD	
				a. FROM	b. TO
12. REASON FOR AWARD					
12a. INDICATE REASON	12b. INTERIM AWARD	<input type="checkbox"/> YES	<input type="checkbox"/> NO	12c. POSTHUMOUS	13. PROPOSED PRESENTATION DATE (YYYYMMDD)
	IF YES, STATE AWARD GIVEN			YES <input type="checkbox"/> NO <input type="checkbox"/>	
PART II - RECOMMENDER DATA					
14. NAME (Last, First, Middle Initial)			15. ADDRESS		
			Unit Name		
16. TITLE/POSITION Platoon SGT		17. RANK	123 Unit address		
			City, UT 84000		
18. RELATIONSHIP TO AWARDEE Supervisor			19. SIGNATURE		
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)					
20. ACHIEVEMENTS					
ACHIEVEMENT #1 SGT Soldier... Give a strong achievement using complete sentences and correct punctuation. The first achievement should be the best achievement that the Soldier did to be recommended for the award. Avoid using acronyms unless you have already typed out the full title or name that acronym means.					
ACHIEVEMENT #2 SGT Soldier... Start all the achievements with the Soldier's name and a new achievement that strengthens the reason for giving them the award. Achievements in an MSM should support that the Soldier went above and beyond the requirements of an ARCOM and they deserve a higher award. Simply doing their job, or basic Soldier skills, should not be the basis for recommendation of an award.					
ACHIEVEMENT #3 SGT Soldier... By regulation, you only need one achievement to give a Soldier an award, but as you add more to the achievements, the more likely the award will be processed as the award you think they deserve.					
ACHIEVEMENT #4 SGT Soldier... Use a full paragraph to describe the achievements. When you write one to two sentences it looks like you are trying to stretch one achievement out to cover the whole form. If you only have two achievements, that is okay, but make those two achievements so good that anyone who reads it will agree that the Soldier deserved the award given.					
21. PROPOSED CITATION For outstanding achievement during To write the citation, summarize the achievements that you just wrote in Achievements #1-4. Keep in mind this is a proposed citation. If the citation that you write does not fit on the six lines that the certificate is allowed to have, the admin Soldier that is creating the certificate will modify it to fit. Write citation using third person pronouns, such as he, him, she, her... SGT Soldier's accomplishments are in keeping with the finest traditions of military service. This reflects great credit upon themselves, the unit, the Utah Army National Guard, and the United States Army.					

DA FORM 638, JUN 2017

REPLACES DA FORM 638-1,
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

Page 1 of 3
APD LCV2.01ES

Utah Medal of Merit (UT-MOM) DA Form 638 Template/Example – Page 2 of 2

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22, and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO Commander, BN Unit City, UT 84000	b. FROM Commander, Co Unit City, UT 84000	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO Commander, BDE Unit City, UT 84000	b. FROM Commander, BN Unit City, UT 84000	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO Office of the Adjutant General, UTNG Draper, UT 84020	b. FROM Commander, BDE Unit City, UT 84000	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Office of the Adjutant General, UTNG, Draper, UT 84020	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION The Adjutant General, UTNG		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ JFHQ-G1 Draper, UT 84020	27b. PERMANENT ORDER NO. Leave blank for PSD	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION Chief, Personnel Services Division, G-1	29. APPROVED AWARD leave blank		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

DA 638 Sample of Recommendation for Award, TAG – Page 1 of 2

PRINT

ENCLOSURES

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
PRIVACY ACT STATEMENT			
AUTHORITY:	10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.		
PURPOSE(S):	To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.		
ROUTINE USES:	In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.		
DISCLOSURE:	Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.		
1. TO Office of the Adjutant General, Utah National Guard 12953 S Minuteman Dr., Draper, UT 84020	2. FROM Commander, Unit the commander is in charge of Numerical address	3. DATE (YYYYMMDD)	
PART I - SOLDIER DATA			
4. NAME (Last, First, Middle Initial) Snuffy, Joe R	5. RANK <input type="text"/>	6. SSN 123-45-6789	
7. ORGANIZATION Name of unit Address of unit (NEVER use all caps on this form!)	8. PREVIOUS AWARDS <input type="text"/>		
9. BRANCH OF SERVICE <input type="text"/>	10. RECOMMENDED AWARD MSM	11. PERIOD OF AWARD a. FROM up to 10 years b. TO	
12. REASON FOR AWARD			
12a. INDICATE REASON <input type="text"/>	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN YES <input type="checkbox"/> NO <input type="checkbox"/>	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	13. PROPOSED PRESENTATION DATE (YYYYMMDD) <input type="text"/>
PART II - RECOMMENDER DATA			
14. NAME (Last, First, Middle Initial) <input type="text"/>		15. ADDRESS Full unit and unit numerical address here in sentence case, never all caps	
16. TITLE/POSITION <input type="text"/>	17. RANK <input type="text"/>		
18. RELATIONSHIP TO AWARDEE <input type="text"/>		19. SIGNATURE <input type="text"/>	
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 Put achievements in these boxes with as much emphasis on final culminating position as possible. Ensure that you have checked IPERMS as to not duplicate any achievement on new award.			
ACHIEVEMENT #2 Make sure that the time frame doesn't cross over with previously given awards. It is legal to have an overlapping time period if the "Reason" for award is not the same. For example, an ARCOM for SVC from 20170131 to 20200130 cannot have another award for this time period unless the new award is now an ACH, i.e. ARCOM for ACH from 20191102 to 20191204 (i.e. distinguished honor grad)			
ACHIEVEMENT #3 If the time frame has been included in other awards, then change the type of award. If SM already received an award for ACH from 02132018 to 03132018, then make the new award a SVC award, this is legal			
ACHIEVEMENT #4			
21. PROPOSED CITATION Citation for the actual certificate. Do not use all caps anywhere on this form. On block 4, never put a period (.) at the end of the middle initial, it will make the rest of the form very hard to populate.			

DA FORM 638, JUN 2017

REPLACES DA FORM 638-1.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

Page 1 of 3
APD LC V2.01ES

DA 638 Sample of Recommendation for Award for TAG – Page 2 of 2

PRINT

ENCLOSURES

NAME (Last, First, Middle Initial) Snuffy, Joe R		SSN 123-45-6789	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO Commander, next higher HQ Address of HQ	b. FROM Commander, name of unit Address of unit	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO Commander, next higher HQ Address of HQ	b. FROM same as 23a	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO Office of The Adjutant General, UTNG Draper, UT 84020	b. FROM same as 24a	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Brigade Commander		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM The Adjutant General, UTNG Draper, UT 84020	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK MG	
g. TITLE/POSITION The Adjutant General, UTNG		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ JFHQ G1 Draper, UT 84020	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION Personnel Services Division, G1	29. APPROVED AWARD MSM		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

DA FORM 638, JUN 2017

Page 2 of 3
AFD LC v.2.01ES

PRINT

ENCLOSURES

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.
PURPOSE(S): To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.
DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.

1. TO Office of the Adjutant General, Utah National Guard 12953 S Minuteman Dr., Draper, UT 84020	2. FROM Commander, Unit the commander is in charge of Numerical address	3. DATE (YYYYMMDD)
---	---	--------------------

PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) Snuffy, Joe R	5. RANK [Set Name] [Dropdown]	6. SSN 123-45-6789
7. ORGANIZATION Name of unit Address of unit (NEVER use all caps on this form!)	8. PREVIOUS AWARDS [Previous Awards]	
9. BRANCH OF SERVICE Leave Blank [Dropdown]	10. RECOMMENDED AWARD MSM [Dropdown]	11. PERIOD OF AWARD a. FROM up to 10 years b. TO
12. REASON FOR AWARD		
12a. INDICATE REASON [Dropdown]	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN YES <input type="checkbox"/> NO <input type="checkbox"/>	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
13. PROPOSED PRESENTATION DATE (YYYYMMDD)		

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial)	15. ADDRESS Full unit and unit numerical address here in sentence case, never all caps
16. TITLE/POSITION	17. RANK [Dropdown]
18. RELATIONSHIP TO AWARDEE	19. SIGNATURE

PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS

ACHIEVEMENT #1
Put achievements in these boxes with as much emphasis on final culminating position as possible. Ensure that you have checked IPERMS as to not duplicate any achievement on new award.

ACHIEVEMENT #2
Make sure that the time frame doesn't cross over with previously given awards. It is legal to have an overlapping time period if the "Reason" for award is not the same. For example, an ARCOM for SVC from 20170131 to 20200130 cannot have another award for this time period unless the new award is now an ACH, i.e. ARCOM for ACH from 20191102 to 20191204 (i.e. distinguished honor grad)

ACHIEVEMENT #3
If the time frame has been included in other awards, then change the type of award. If SM already received an award for ACH from 02132018 to 03132018, then make the new award a SVC award, this is legal

ACHIEVEMENT #4

21. PROPOSED CITATION
Citation for the actual certificate. Do not use all caps anywhere on this form. On block 4, never put a period (.) at the end of the middle initial, it will make the rest of the form very hard to populate.

PRINT

ENCLOSURES

NAME (Last, First, Middle Initial) Snuffy, Joe R		SSN 123-45-6789	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO Commander, next higher HQ Address of HQ	b. FROM Commander, name of unit Address of unit	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO Commander, next higher HQ Address of HQ	b. FROM same as 23a	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO Office of The Adjutant General, UTNG Draper, UT 84020	b. FROM same as 24a	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Brigade Commander		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Assistant Adjutant General UTARNG, Draper, UT 84020	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK BG	
g. TITLE/POSITION Assistant Adjutant General, UTARNG		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ JFHQ G1 Draper, UT 84020	27b. PERMANENT ORDER NO.	31. DISTRIBUTION	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK	1-File 1-OMPF 1-Unit 3-Individual	
28c. TITLE/POSITION Personnel Services Division, G1	29. APPROVED AWARD MSM		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.
PURPOSE(S): To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.
DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.

1. TO Office of the Adjutant General, Utah National Guard 12953 S Minuteman Dr., Draper, UT 84020	2. FROM Commander, Unit the commander is in charge of Numerical address	3. DATE (YYYYMMDD)
---	---	--------------------

PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) Snuffy, Joe R	5. RANK [Dropdown]	6. SSN 123-45-6789
7. ORGANIZATION Name of unit Address of unit (NEVER use all caps on this form!)	8. PREVIOUS AWARDS [Previous Awards]	
9. BRANCH OF SERVICE Leave Blank [Dropdown]	10. RECOMMENDED AWARD MSM [Dropdown]	11. PERIOD OF AWARD a. FROM up to 10 years b. TO
12. REASON FOR AWARD	12a. INDICATE REASON 12b. INTERIM AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> 13. PROPOSED PRESENTATION DATE (YYYYMMDD)

PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial)	15. ADDRESS Full unit and unit numerical address here in sentence case, never all caps
16. TITLE/POSITION	17. RANK [Dropdown]
18. RELATIONSHIP TO AWARDEE	19. SIGNATURE

PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS

ACHIEVEMENT #1
Put achievements in these boxes with as much emphasis on final culminating position as possible. Ensure that you have checked IPERMS as to not duplicate any achievement on new award.

ACHIEVEMENT #2
Make sure that the time frame doesn't cross over with previously given awards. It is legal to have an overlapping time period if the "Reason" for award is not the same. For example, an ARCOM for SVC from 20170131 to 20200130 cannot have another award for this time period unless the new award is now an ACH, i.e. ARCOM for ACH from 20191102 to 20191204 (i.e. distinguished honor grad)

ACHIEVEMENT #3
If the time frame has been included in other awards, then change the type of award. If SM already received an award for ACH from 02132018 to 03132018, then make the new award a SVC award, this is legal

ACHIEVEMENT #4

21. PROPOSED CITATION
Citation for the actual certificate. Do not use all caps anywhere on this form. On block 4, never put a period (.) at the end of the middle initial, it will make the rest of the form very hard to populate.

PRINT

ENCLOSURES

NAME (Last, First, Middle Initial) Snuffy, Joe R		SSN 123-45-6789	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO Commander, next higher HQ Address of HQ	b. FROM Commander, name of unit Address of unit	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Company Commander		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO Commander, next higher HQ Address of HQ	b. FROM same as 23a	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Battalion Commander		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO Office of The Adjutant General, UTNG Draper, UT 84020	b. FROM same as 24a	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Brigade Commander		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Land Component Commander UTARNG, Draper, UT 84020	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK BG	
g. TITLE/POSITION Land Component Commander, UTARNG		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ JFHQ G1 Draper, UT 84020	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION Personnel Services Division, G1	29. APPROVED AWARD MSM		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

DA

Legion of Merit (LM) DA Form 638 Template/Example – Page 1 of 4

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
PRIVACY ACT STATEMENT			
AUTHORITY:	10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.		
PURPOSE(S):	To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.		
ROUTINE USES:	In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.		
DISCLOSURE:	Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.		
1. TO Director, Army National Guard, Attn: ARNG-HRH-A 111 S. George Mason Dr., Arlington, VA 22204-1382		2. FROM TAG-UT 12953 S Minuteman Dr., Draper, UT 84020-9286	3. DATE (YYYYMMDD)
PART I - SOLDIER DATA			
4. NAME (Last, First, Middle Initial)		5. RANK	6. SSN
7. ORGANIZATION Recommend Soldier's Unit 123 Unit Address, City, UT 84000		8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE No entry required if branch is Army		10. RECOMMENDED AWARD LM	11. PERIOD OF AWARD a. FROM Max 10 yrs b. TO Ret Date
12. REASON FOR AWARD			
12a. INDICATE REASON RET	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input type="checkbox"/>	13. PROPOSED PRESENTATION DATE (YYYYMMDD)
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
PART II - RECOMMENDER DATA			
14. NAME (Last, First, Middle Initial)		15. ADDRESS Full position address of recommender	
16. TITLE/POSITION Current position	17. RANK	Recommender signs in block 19 and block 3 will auto-populate	
18. RELATIONSHIP TO AWARDEE Supervisor, Co-worker, Peer, Staff, etc		19. SIGNATURE	
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)			
20. ACHIEVEMENTS			
ACHIEVEMENT #1			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION			

DA FORM 638, JUN 2017

REPLACES DA FORM 638-1.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

Page 1 of 3
APD LCV201ES

Legion of Merit (LM) DA Form 638 Template/Example – Page 2 of 4

UTNGR 600-8-22 • 1 August 2021

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO Director, Army National Guard Arlington, VA 22204	b. FROM The Adjutant General, UTNG Draper, UT 84020	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Director, Army National Guard ARNG-Z	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION Director, Army National Guard		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ ARNG-HRH-A	27b. PERMANENT ORDER NO. Leave Blank	31. DISTRIBUTION	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION Chief, Awards Section	29. APPROVED AWARD LM		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

PRINT

<< PREVIOUS

Narrative Page

LEGION OF MERIT
NARRATIVE
for
RANK First Middle Last

1. The narrative is written in sentence case and format. Do not write it in bullet format.
2. Please encompass Soldiers 10 year period of service within the first paragraph (e.g. CSM Joe E. Snuffy served from 1 September 2002 to 1 January 2012) or state number years of service .
3. Must contain contributions (Qualitative and/or Quantitative) toward Soldiers, Unit(s), State, and National Guard.
4. Must NOT contain narrative descriptions used in previous awards to include Combat service; however, can indicate if the Soldier was deployed, his/her assignment/title, location(s), and/or number of combat tours; can sight that the Soldier was recognized for specific achievements, act, or service.

NOTE: IAW AR 600-8-22, Para. 1-19b, the award of a decoration in recognition of a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. Recommendations for award of a decoration for meritorious service will not refer to acts of heroism or meritorious achievements which have been previously recognized by award of a decoration.

NOTE: IAW AR 600-8-22, Para. 1-22a, period of service means each individual approaching retirement may be considered for an appropriate decoration based on his or her grade, years of service, degree of responsibility, and manner of performance.

NOTE: IAW AR 600-8-22, Para. 1-22c, award recommendations submitted for meritorious service based upon retirement will be submitted so that they may be processed to conclusion prior to the requested presentation date. In determining the presentation date, the recommender must take into account the Soldier's requested retirement date, number of days of any transition leave, and authorized travel/transition processing time. Recommendations for awards being submitted to HQ, USA HRC for final action will be initiated sufficiently in advance to arrive not less than 90 days before the desired presentation date.

NOTE: Submission Requirements to NGB - Please refer to ARNG-HRH Policy Memo #12-007, dated 6 January 2012.

5. Attempt to illustrate career progression using rank and positions and his/her contributions at those ranks and/or in those positions.
6. Font: Arial or Times New Roman, 11-12 pt. .

NOTE: Submissions in PDF-F are highly recommended and can be processed more efficiently.

Suggestion: Review bullet comments from NCOERs/OERs and elaborate.

Other helpful hints:

Block 8, previous awards, should list all federal awards documented in iPerms.

Summary of career should be in chronological order, with most recent being last. (see #4)

Use retiree's name only once per paragraph.

No NOT use acronyms or abbreviations. Spell everything out.

Do not need to include time frames for duty assignments. For example, From August 2009 to June 2012, COL Snuffy served as...

Contact G1-P&A for LM examples if more assistance is needed.

To ensure award is available for the retirement ceremony, submit to G1-P&A NLT 120 days prior. NGB processing time is approximately 60-90 days. Command staff and TAG processing time before returning to G1-P&A for NGB submission is 30 days.

PRINT

<< PREVIOUS

Citation Page

Proposed Legion of Merit Citation
for
Spell Out Rank First Middle/MI. Last

EXAMPLE:

For exceptionally meritorious of service spanning over ## years, in positions of increasing responsibility, culminating as LAST DUTY POSITION. His/Her/Your recent contributions... His/Her/Your... His/Her/Your or RANK & NAME accomplishments are in keeping with the highest traditions of military service, and brings great credit to himself, the Utah Army National Guard and the United States Army.

NOTE: IAW AR 600-8-22, Para. 1-22b & ARNG-HRH Policy Memo #12-007, when writing the citation, it is not necessary to indicate the time period again; it is only pertinent to mention the total number of years of service, for example, over 22 years or 30 years of service.

1. No more than NINE lines.
2. Font: Arial or Times New Roman, 11-12 pt.
3. LM citations should be no less than 6 lines; and no more than 9 lines
4. DSM and above cannot exceed 19 lines

No NOT use acronyms or abbreviations.

Use third person - "her/his", "she/he", "they", "their", "herself/himself", etc.

Avoid repetitive word or phrase use.

Utah National Guard Service Ribbon (UT-SRV) Memorandum, Single Award Template/Example



UTAH NATIONAL GUARD
COMMAND
ADDRESS
CITY, UT 84000

NGUT-XXX-XX

XX Month YEAR

MEMORANDUM FOR RECORD

SUBJECT: Announcement of the Utah Army National Guard Achievement Ribbon

1. Announcement is made for the Award of the Utah Army National Guard Service Ribbon (First Award**) to RANK First M. Last, DOD ID, Unit, MACOM, UTARNG.
2. Period of Award: DD Month YYYY to DD Month YYYY
3. Authority: UTNGR 600-8-22, Para 2-16.
4. Reason: For honorable and faithful service for a period of THREE (3) ** years in the Utah Army National Guard
5. POC for this headquarters is SSG Snuffy at (xxx) xxx-xxxx or email.

FIRST MI. LAST
RNK, GS, UTARNG
Commanding

DISTRIBUTION:

NGUT-PER

NGUT-XX-X

Individual Concerned

** Second award will display a two-year period. Third and subsequent awards will state a five-year period. For multiple awards for same Soldier, see UT SRV TEMPLATE Multiple on next page

Utah National Guard Service Ribbon (UT-SRV) Memorandum, Multiple Awards Template/Example



UTAH NATIONAL GUARD

COMMAND
ADDRESS
CITY, UT 84000

NGUT-XXX-XX

XX Month YEAR

MEMORANDUM FOR RECORD

SUBJECT: Announcement of the Utah Army National Guard Achievement Ribbon

1. Announcement is made for the Award of the Utah Army National Guard Service Ribbon to **RANK First M. Last, DOD ID, Unit, MACOM, UTARNG.**

(1ST Award) 16 April 1986 – 15 April 1989
(2ND Award) 16 April 1989 – 15 April 1991
(3RD Award) 16 April 1991 – 15 April 1996
(4TH Award) 16 April 1996 – 15 April 2001
(5TH Award) 16 April 2001 – 15 April 2006
(6TH Award) 16 April 2006 – 15 April 2011

2. Authority: UTNGR 600-8-22, Para 2-16.

3. Reason: For honorable and faithful service for a total period of **25** years in the Utah Army National Guard

4. POC for this headquarters is **SSG Snuffy** at **(xxx) xxx-xxxx** or **email**.

FIRST MI. LAST
RNK, GS, UTARNG
Commanding

DISTRIBUTION:

NGUT-PER

NGUT-XX-X

Individual Concerned

Letter of Lateness Template



UTAH NATIONAL GUARD
JOINT FORCES HEADQUARTERS
12963 MINUTEMAN DRIVE
DRAPER, UT 84020

NGUT-XXX-X

5 April 2020

MEMORANDUM THRU Chief, Personnel Service Department, G1, 12953 Minuteman Drive, Draper, UT 84020

FOR The Adjutant General of Utah, 12953 Minuteman Drive, Draper, UT 84020

SUBJECT: Letter of Lateness for Recommendation for Award of the {TYPE OF AWARD – MSM, UT-MOM, etc.} to {RANK LAST NAME, FIRST NAME MI}

1. The award recommendation for RANK LAST NAME, FIRST NAME MI is being submitted late due to STATE YOUR REASONS...ex: an error in tracking the original recommendations. Coordination for the original recommendations occurred during a time of significant turn over in key full-time manning and leadership in UNIT... During this turn over, key leadership did not ensure the tracking and timely submission of these two recommendations...The recommended corrections were not made and award resubmitted...etc.

2. Point of contact for this action is RANK SOLDIER, 801-xxx-xxxx, or email first.mi.last.mil@mail.mil.

FIRST MI. LAST
COL, BRANCH, UTARNG
Commanding/Deputy Commander/etc.

Request for Presidential Letter of Appreciation (RPLOA)



**DEPARTMENT OF THE ARMY
HEADQUARTERS UTAH NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
12953 SOUTH MINUTEMAN DRIVE
DRAPER, UTAH 84020-1776**

NGUT-PER-Z

1 January 2020

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army
Executive Secretary, Office of the Secretary of Defense

FOR Deputy Assistant to the President and Director, White House Military Office

SUBJECT: Request Presidential Letter of Appreciation for Military Retiree

Name: Last (with Suffix, if any), First, Middle Initial (Example: Smith Jr., John D.)

Rank: Appropriate military rank as of date of request spelled out (Example: Sergeant First Class)

Service: Army / Air National Guard

Years of Service: Only provide the total number of completed years of service. Must have 30+ years

Retirement Date: DD Month YYYY (Example: 31 October 2017)

Ceremony Date: DD Month YYYY (Example: 16 September 2017)

Home Address: Complete Mailing Address with 9-digit Zip Code (can find 9 digit at USPS website)

Unit Address: Name of Command or Unit, Complete Mailing Address with 9-digit Zip Code

Disposition Instructions: Home address

Point of contact for this action is (Only provide, name, work phone number, and email address)

Retiree: Medal of Honor Recipient – Yes/No

Former Prisoner of War – Yes/No

Original/wet signature required (No CAC signature)

{G1 DIRECTORATE}
COL, GS, UTARNG
Deputy Chief of Staff, Personnel

References

Section I References

AR 600-8-22
Military Awards

AR 25-50
Military Correspondence

NGR 672-1
Trophies and Awards Program for the Army National Guard

Section II Forms

DA Form 638
Recommendation for Award

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2406
Material Readiness Report

DA Form 2823
Sworn Statement

DA Form 4612
Number and Types of Decorations Approved

DA Form 4187
Personnel Action Request

NGB Form 1352
Material Readiness Report

UTNG Form 1200
Staff Summary Sheet

UTNG Form 1638
Retirement Award Checklist

Glossary

Section I Abbreviations

AAM
Army Achievement Medal

AM
Air Medal

ACU
Army Combat Uniform

ANG
Air National Guard

ARCOM

Army Commendation Medal

ARNG

Army National Guard

ASU

Army Service Uniform

AT

Annual Training

BSM

Bronze Star Medal

CAB

Combat Action Badge

CDR

Commander

CIB

Combat Infantry Badge

CMB

Combat Medical Badge

CoC

Chain of Command

CONUS

Continental United States

CPC

Campaign Participation Credit

CSEPP

Chemical Stockpile Emergency Preparedness Program

CST

Civil Support Team

DFC

Distinguished Flying Cross

DSC

Distinguished Service Cross

DSM

Distinguished Service Medal

G1

Deputy Chief of Staff, Personnel

G1-PSD

Personnel Directorate, Plans & Actions Branch

G4

Deputy Chief of Staff, Logistics
Director of Logistics

HRF
Homeland Response Force

IAW
In Accordance With

IDT
Inactive Duty for Training

ING
Inactive National Guard

iPERMS
Interactive Personnel Electronic Records Management System

IPPS-A
Integrated Personnel and Pay System – Army

IRR
Individual Ready Reserve

J1
Deputy Chief of Joint Staff, Personnel

J3
Deputy Chief of Joint Staff, Operations

LM
Legion of Merit

MSC
Major Subordinate Command

MOS
Military Occupational Specialty

MOVSM
Military Outstanding Volunteer Service Medal

MSM
Meritorious Service Medal

MTOE
Military Table of Organization and Equipment

NCO
Non-Commissioned Officer

NGB
National Guard Bureau

NGR
National Guard Regulation

NGUT-MFH
Utah Military Funeral Honors Program

NGUT-PER
Deputy Chief of Staff, Personnel

NGUT-PER-SIB
Personnel Directorate, SIDPERS

NGUT-OPS

Deputy Chief of Staff, Training

NGUT-RRB

Utah Army National Guard Recruiting and Retention Battalion

NLT

No Later Than

NSN

National Stock Number

OCONUS

Outside the Continental United States

OCP

Operational Camouflage Pattern

PLOA

Presidential Letter of Appreciation

PSB

Personnel Services Branch

RMP

Readiness Management Period

SIDPERS

Standard Installation/Division Personnel System

SGS

Secretary of General Staff

SM

Soldier's Medal

SM

Service Member

SMD

State Military Department

SRB

Soldier Record Brief, also known as ERB/ORB, Enlisted Record Brief and Officer Record Brief

SS

Silver Star

TAG

The Adjutant General

TERA

Temporary Early Retirement Authority

USEUCOM

United States European Command

UT-ACH

Utah Achievement Ribbon

UT-BTR

Basic Training Ribbon

UT-COM

Utah Commendation Medal

UT-CRS

Utah Cross

UT-CSR

Utah Community Service Ribbon

UT-ESR

Utah Emergency Service Ribbon

UT-FHR

Utah Funeral Honors Ribbon

UT-JCM

Utah Joint Commendation Medal

UT-JMOM

Utah Joint Medal of Merit

UT-JSSR

Utah Joint Staff Service Ribbon

UT-MFH

Utah Military Funeral Honors Ribbon

UT-MOM

Utah Medal of Merit

UT-MOV

Utah Medal of Valor

UT-OGR

Olympic Service Ribbon

UT-REC

Utah Recruiting Ribbon

UT-SPP

Utah State Partnership Program Service Ribbon

UT-SRV

Utah Service Ribbon

UTANG

Utah Air National Guard

UTARNG

Utah Army National Guard

UTNG

Utah National Guard

Section II

Terms

Above and beyond the call of duty

A voluntary course of action, the omission of which would not justly subject the individual to criticism for not having performed that course of action. Includes the acceptance of an existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage.

Distinguishing oneself

Praiseworthy accomplishment that sets a person apart from other persons in the same or similar circumstances. This distinction requires careful consideration of exactly what is or was expected as ordinary, customary behavior and accomplishment for individuals of like rank and experience regarding the circumstances involved.

Duty of great responsibility

Duty which, by virtue of the position held carries the ultimate responsibility for the successful operation of a Major Subordinate Command (MSC), activity, agency or project. This duty must greatly benefit the UTNG and the interests of the State of Utah.

Duty of responsibility

Duty which, by virtue of the position held, carries a high degree of responsibility for the successful operation of an MSC, activity, agency or project; or which requires the exercise of judgment and decision affecting plans, policies, operations or the lives and well-being of others.

Heroism

Specific acts of bravery and outstanding courage normally associated with risk of danger to oneself in the act of providing support or rescue to another or others. Synonymous with valor and conspicuous courage.

Meritorious achievement

A praiseworthy accomplishment, with an easily identifiable beginning and carried through to completion. The length of time involved is not a consideration.

Meritorious service

Praiseworthy execution of duties over a period of time. An individual will not normally be nominated for this award if period of service/duty is less than one year in duration.

Title 10 Service members

Refers to full-time regular active duty military members.

Title 32 of the US Code

Refers to full-time Active Guard Reserve military members