

**STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789**

C1, AGOR 600-8-22 (ARMY)  
900-1 (AIR)  
600-8-22 (OMR/ONR)

CHANGE  
NO. 1

15 January 2008

**Decorations, Awards, and Honors  
PROGRAM FOR OHIO NATIONAL GUARD MILITARY AWARDS**

AGOR 600-8-22 (Army), AGOR 900-1 (Air) and AGOR 600-8-22 (OMR/ONR) 1 February 2003 are changed as follows:

Replace Chapter 2, Federal Individual Awards.

Replace para 5-3, 5-4 and 5-5.

Replace para 5-11 The Ohio Special Service Ribbon (OHSSR) (PO 021-002, TAGOH, 5Mar02).

Add Chapter 8, Recognition of Soldiers and Airmen upon Separation from the Ohio National Guard (ONG).

Add Appendix E-1 Template for Ohio Commendation Medal.

Add Appendix E-2 Template for Ohio Distinguished Service Medal.

Add Appendix E-3 Presidential Letter of Appreciation Request.

Add Appendix E-4 Template to Award Ohio Special Service Ribbon.

Add Appendix E-5 Request for Ohio National Guard Service Medal.

Add Appendix E-6 Request for The Patriotic Ohio National Guard Retirement Certificate.

Add Appendix E-7 Items for Separation/Retirement Recognition of ONG Members.

BY ORDER OF THE GOVERNOR:



GREGORY L. WYATT  
Major General  
The Adjutant General

DISTRIBUTION:

AD  
OMR  
ONR

## CHAPTER 2

### FEDERAL INDIVIDUAL AWARDS

#### GENERAL.

a. The Adjutant General of Ohio will consider recommendations from all major subordinate commands for award of the Legion of Merit (LOM). Additional approval authority for lesser awards/decorations is provided in the table below, an adapted matrix from Table 3-2, AR 600-8-22, Delegation of Award Approving Authority – Peacetime Criteria.

b. Good Conduct Medal (GCM). The Good Conduct Medal is authorized to be awarded to enlisted AGR Soldiers for service in accordance with AR 600-8-22/AFI 36-2803. Request for issuance of permanent orders will be prepared by the unit commander and forwarded to appropriate headquarters authorized to issue permanent orders.

c. Military Outstanding Volunteer Service Medal (MOVSM). Commanders in the rank of Lieutenant Colonel (05) and above are delegated authority to approve awarding of the MOVSM. Criteria for awarding of the MOVSM is outlined in paragraph 2-25, AR 600-8-22 and Table 6-1, AFI 36-2803.

<u>AWARD</u>	<u>APPROVAL AUTHORITY</u>
Legion of Merit (LOM)	Table 3-2, AR 600-8-22/Table 1.1, AFI 36-2803
Meritorious Service Medal (MSM) (Army)	* TAGOH & Asst Adj Gen (Army)/(Air)
Meritorious Service Medal (MSM) (Army)	First General Officer in command
Meritorious Service Medal (MSM) (Air)	Wing CC/equivalent (O6 or above) GSU (O6 or above)
Army Commendation Medal (ARCM)	* TAGOH, Asst Adj Gen (Army), Chief of Staff for JFHQ
Army Commendation Medal (ARCM)	Colonel in command of Tng Site Det, Med Det
Army Commendation Medal (ARCM)	Colonel or higher if in command of subordinate commands
Air Force Commendation Medal (AFCM)	Wing CC or equivalent (O6 or above) GSU(O6 or above)
Army Achievement Medal (AAM)	* TAGOH, Asst Adj Gen (Army), Chief of Staff for JFHQ
Army Achievement Medal (AAM)	Lieutenant Colonel or higher in command for R&R Det
Army Achievement Medal (AAM)	Lieutenant Colonel or higher in command for subordinate commands
Air Force Achievement Medal (AFAM)	Wing CC or equivalent (O6 or above) GSU(O6 or above)

d. The Assistant Adjutant General (Army) is delegated the authority to approve, disapprove, and downgrade recommendations for awards submitted to the Adjutant General's Department for the following awards: MSM, ARCM and AAM.

\* Approved DA Form 638 will be forwarded to AGOH-J1-E for authentication and issuance of permanent orders to announce the award. All other commands will authenticate and enter the permanent order number to complete Part V of DA Form 638 and/or issue permanent orders.

5-3. APPROVAL AUTHORITY FOR STATE AWARDS.

- a. The Adjutant General of Ohio is the approval authority for the Ohio Cross.
- b. The Adjutant General of Ohio is the approval authority for awarding the Ohio Distinguished Service Medal.
- c. Commanders in 0-6 positions are delegated approval authority for awarding the Ohio Commendation Medal for members of their command.

5-4. ANNOUNCEMENT OF AWARDS. Announcement of awards and decorations will be made in permanent orders/DA Form 638 published by the headquarters having the authority to approve the award. Publication of a unit award letter is required when service ribbons are awarded. A copy of the Permanent Order/DA Form 638/Memorandum will be filed in the members' official record and a copy provided to the individual.

5-5. RECORDING OF AWARDS. The awarding of an individual decoration and/or service ribbon will be documented by placing a copy of the award certificate/memorandum in the members' official record.

e. Upon completion of 20 years consecutive service, members who qualify will be awarded the Faithful Service medal, a bronze five pointed star, 2 ¼ inches in diameter with beveled points (square lug for the ribbon), superimposed thereon in raised relief, the Great Seal of Ohio, with a ring inscribed "FAITHFUL SERVICE" around the top. "OHIO NATIONAL GUARD" around the bottom, separated by a dot on each side; on the reverse in raised relief "20 YEARS," the whole suspended from a ribbon as described in paragraph 5-10b above.

f. Unit commanders will award the OHFSR/Medal, using the memorandum format, when any individual meets the required criteria. Request for the ribbons to be awarded will be submitted in memorandum format, through the MSC to AGOH-DIMR.

5-11. THE OHIO SPECIAL SERVICE RIBBON (OHSSR) (PO 021-002, TAGOH, 5 MAR 02)

a. Once the Adjutant General of Ohio determines whether a state emergency qualifies as a Major Tour of State Duty for the issuance of the OHSSR, commanders may award the OHSSR to any member of the state military forces who while under orders, participated in active military service of the state in upholding the law and preserving order, protecting lives and property, in the aid and relief of civilians in disasters, and similar service duly ordered by the Governor. The award is not restricted to members on State Active Duty; the award may also be awarded to Title 10 and 32 Soldiers/Airmen for services provided to the state during military contingency operations.

b. After the Adjutant General of Ohio publishes a Permanent Order announcing the tour as a Major Tour of State Active Duty, Unit/Wing commanders are authorized to award the OHSSR using a memorandum template provided at Appendix E-4.

c. The OHSSR is a standard ribbon bar, 1-3/8 inches wide, consisting of three vertical stripes as follows: approximately 7/16 inch green, 7/16 inch white, 7/16 in green. Green is traditionally used to symbolize a police action with white symbolizing purity.

d. Subsequent awards will be as follows: subsequent tours of duty will be awarded by issuance of numerals, 2, 3, 4, or 5. The sixth award will be a Bronze Oak Leaf Cluster. Subsequent awards are noted by a Bronze Oak Leaf Cluster each through the ninth award and Silver Oak Leaf Cluster will be used for the tenth award.

e. Requests for the ribbons and devices to be awarded will be submitted in memorandum format through the MSC/Wings to AGOH-DIMR.

## CHAPTER 8

### RECOGNITION OF SOLDIERS AND AIRMEN UPON SEPARATION FROM THE OHIO NATIONAL GUARD (ONG)

8.1 PURPOSE. Recognizing the achievements and sacrifices of our members is a leader responsibility. No single act builds morale and unit cohesion better than thanking members for their service to our nation, state, and communities. We have the best recognition tools of any organization in the world available to us. If we are going to build loyalty, trust, and a force that is dedicated to mission accomplishment, then we must recognize the selfless service of our great members. The guidance contained in this chapter will be used when determining how to recognize departing members.

#### 8.2 ELIGIBILITY.

a. Discharges/Separations. For members who leave the ONG after completing their contracted period of enlistment, having served honorably, and met all standing requirements, to include acceptable performance, an Ohio Commendation Medal (OHCOM) will be awarded. This will codify the gratitude of the citizens of the state of Ohio and the ONG for the members' faithful and honorable service. A template to request the OHCOM is provided in Appendix E-1.

#### b. Retirement.

(1) Members who qualify for a reserve or active duty retirement while serving with the ONG, an Ohio Distinguished Service Medal (OHDSM) will be awarded. The recommended Soldier must have served honorably and met all standing requirements, to include acceptable performance, in addition to qualifying for retirement. A template to request the OHDSM is provided in Appendix E-2.

(2) Members with 15 or more years of qualifying service for retirement will be presented The Presidential Certificate of Appreciation for Service in the Armed Forces of the United States (DD Form 2542/363AF). This form is an expression of gratitude to members for military service and is not intended to have any legal effect on entitlements or benefits. Unit/Wing commanders are responsible to complete and issue the certificates to the retiring Soldier/Airmen at an appropriate ceremony.

(3) Members with 30 or more years of qualifying service for retirement will be presented The Presidential Letter of Appreciation and the Presidential Certificate of Appreciation (DD Form 2542/363AF). Units/Wings will prepare the certificate (DD Form 2542/363AF) and request the Presidential Letter using the template provided at Appendix E-3. Once received,

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the member's information will be transferred to a memo that the J1 or ANG HQ submits to NGB who will then submit to the White House for the President's signature. The request must be received 120 days before the Soldier/Airman retires/presentation date.

(4) Members with 15 or more years of qualifying service for retirement, their spouses can be presented The Department of the Army Certificate of Appreciation (DA Form 5332 for husbands and DA Form 5332-1 for wives) and The Department of Air Force Certificate of Appreciation (AF FM 1344) if the member so desires. Unit/Wing commanders are responsible to complete and issue the certificates to the retiring members' spouse at an appropriate ceremony.

(5) Army members with 15 or more years of qualifying service for retirement, units will request a United States Flag through their supply sergeant. The supply sergeant will email DCSLOG-LM-S (Supply and Services Officer) using an Excel format below and the JFHQ PBO will ship the flag to the unit for an appropriate presentation.

Unit Name	Last Name	First Name	MI	Rank	Date Separated	Order #

(6) Air members will have Mission Support Flights procure the United States Flag through Supply channels for members who are retirement eligible (20 or more years of satisfactory service). Once received, the US Flag will be sent to the member's First Sergeant or Commander for an appropriate presentation.

(7) Any member who retires and receives an honorable or medical discharge is eligible to receive the Ohio National Guard Service Medal enacted by the Ohio legislature in 2006 but the cost of the medal must be paid by the member. The medal is 1 ½ inches in diameter and the front bears the Adjutant General's seal and two stars distinguishing the rank of the Adjutant General. The reverse side has an etched outline of the State of Ohio and the words "Ohio National Guard Service medal." There is also space beneath the text so the medal can be personalized. It is attached to a 30 inch scarlet and gray ribbon so it may be worn around the neck. Members must submit a check to AGOH-J1 or AGOH-ANG HQs (Army/Air Guard members respectively) made out to State of Ohio, for \$16.62 along with their NGB Form 22, Report of Separation and Record of Service. AGOH-J1 and/or AGOH-ANG will validate the members request and forward to The State Finance Office for final processing. Members will use the Request for Ohio National Guard Service Medal template provided in Appendix E-5.

(8) The Patriotic Ohio National Guard Retirement Certificate is signed by the Governor/Adjutant General of Ohio and has been established for members of the Ohio National

Guard who are eligible and retire with 15 or more years of service. Units/Wings will request The Patriotic Ohio National Guard Retirement Certificate using the template provided in Appendix E-6. The request must be received 60 days prior to the presentation date to ensure it is completed and returned for the ceremony.

8.3. A listing of items for separation/retirement recognition is provided at Appendix E-7.

8.4. All requests for discharge/separation will include a copy of the DA Form 638 Recommendation for Award for ARNG and RIP-DECOR-6 for ANG or a statement from the unit/wing commander on the reason an award was not issued and the request for Presidential Letter of Appreciation for qualifying members. All requests for discharge/separation due to retirement not containing this information will be returned without action.

8.5. Preparation of Certificates. Units complete the DD Form 2542/363AF by entering the member's name in all capital letters; do not include SSNs. Units/wings complete the DA Form 5332, DA Form 5332-1 and AF FM 1344 by entering the spouse's name in all capital letters; do not include SSNs.

8.6. Requisition of Certificates. Units/wings will order the DD Form 2542, DA Form 5332, DA Form 5332-1, AF FM 1344 through normal publication channels to the State Publications Officer, AGOH-J6-ISS-N.

8.7. Guidance in this chapter does not change or modify existing regulations. Federal awards may also be issued for the same period of service or achievement. These awards will continue to be issued IAW AR 600-8-22, Military Awards and AFI 36-2803, The Air Force Awards and Decorations Program.

**RECOMMENDATION FOR AWARD**

For use of this form, see HQDA Letter 600-06-1; 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.

1. TO  0-6 Commander	2. FROM  Members' Unit	3. DATE (YYYYMMDD)
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**PART I - SOLDIER DATA**

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
7. ORGANIZATION	8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD  OHCOM	11. PERIOD OF AWARD a. FROM      b. TO

12. REASON FOR AWARD			
12a. INDICATE REASON  RET or SVC	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
13. PROPOSED PRESENTATION DATE			

**PART II - RECOMMENDER DATA**

14. NAME (Last, First, Middle Initial)	15. ADDRESS		
16. TITLE/POSITION	17. RANK		
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
ACHIEVEMENT #2
ACHIEVEMENT #3
ACHIEVEMENT #4

21. PROPOSED CITATION
FOR SUPERIOR SERVICE TO THE STATE OF OHIO FROM _____ TO _____. (RANK/NAME'S) DEDICATION TO DUTY AND PERSONAL LEADERSHIP HAVE CONTRIBUTED SIGNIFICANTLY TO THE SUCCESS OF (HIS/HER) UNIT AND THE OHIO (ARMY/AIR) NATIONAL GUARD. (HIS/HER) ENTHUSIASM AND ESPRIT DE CORPS EXEMPLIFY THE TRUE SPIRIT OF SELFLESS SERVICE AND MISSION ACCOMPLISHMENT. (RANK/NAME'S) DISTINGUISHED PERFORMANCE OF DUTY AND PERSONAL SACRIFICE ARE IN KEEPING WITH THE HIGHEST TRADITIONS OF MILITARY SERVICE AND REFLECT GREAT CREDIT UPON (HIM/HER), THE OHIO (ARMY/AIR) NATIONAL GUARD, AND THE GREAT STATE OF OHIO.

**RECOMMENDATION FOR AWARD**

For use of this form, see HQDA Letter 600-06-1; 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.

1. TO  AGOH-Z	2. FROM  Members' Unit	3. DATE (YYYYMMDD)
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**PART I - SOLDIER DATA**

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
7. ORGANIZATION	8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD  OHDSM	11. PERIOD OF AWARD a. FROM      b. TO

12. REASON FOR AWARD				13. PROPOSED PRESENTATION DATE	
12a. INDICATE REASON  RET or SVC	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	12c. POSTHUMOUS YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

**PART II - RECOMMENDER DATA**

14. NAME (Last, First, Middle Initial)	15. ADDRESS	
16. TITLE/POSITION	17. RANK	
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
ACHIEVEMENT #2
ACHIEVEMENT #3
ACHIEVEMENT #4

21. PROPOSED CITATION
FOR DISTINGUISHED SERVICE TO THE NATION AND THE STATE OF OHIO. (RANK/NAME) SERVED WITH GREAT DEDICATION, UNTIRING EFFORT, AND PROVIDED INSPIRATION LEADERSHIP IN KEY POSIITONS OF GREAT RESPONSIBILITY. (HIS/HER) ACHIEVEMENTS AND LEGACY WILL SERVE THE STATE OF OHIO WELL INTO THE 21ST CENTURY. (RANK/NAME'S) SELFLESS SERVICE AND PERSONAL SACRIFICE ARE IN KEEPING WITH THE HIGHEST TRADITIONS OF MILITARY SERVICE AND REFLECT GREAT CREDIT UPON (HIM/HER), THE OHIO (ARMY/AIR) NATIONAL GUARD, AND THE GREAT STATE OF OHIO.

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**APPENDIX E**

**Presidential Letter of Appreciation Request**

(Organizational Letterhead)

Office Symbol

Date

MEMORANDUM FOR The Adjutant General's Department, ATTN: (AGOH-J1 or AGOH-ANG HQs), 2825 West Dublin Granville Road, Columbus, Ohio 43235-2789

SUBJECT: Letter of Appreciation for Military Retiree

1. The information below is provided to request for the Presidential Letter of Appreciation for the service member listed below.

Name:

Rank:

Service: United States Army or Air Force

Years of Service:

Retirement Date:

Home Address:

Unit Address:

Retirement ceremony date for presentation:

Disposition instructions: (Advise whether to send the letter to the member's home or unit for presentation.)

Retiree: Medal of Honor Recipient: YES/NO

Former Prisoner of War: YES/NO

2. POC is SFC Rockette at 614-336-XXXX.

Commander's Signature Block

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**APPENDIX E**

**Award Template for Ohio Special Service Ribbon**

(Organizational Letterhead)

Office Symbol

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Award of the Ohio Special Service Ribbon

1. The following (Soldier or Airman) is awarded the Ohio Special Service Ribbon for their participation in \_\_\_\_\_ (enter the name of the emergency from the Permanent Order).

Name, Rank, SSN, period of service

2. Your dedication to the security, safety and defense of your community, State and United States of America is truly appreciated.

Commander's Signature Block

DISTRIBUTION:

1- Unit

1- Member

1- Members Record

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**APPENDIX E**

**Request for Ohio National Guard Service Medal**

(Organizational Letterhead)

Date

MEMORANDUM FOR The Adjutant General's Department, (ATTN: AGOH-J1 or AGOH-ANG HQs), 2825 West Dublin Granville Road, Columbus, Ohio 43235-2789

SUBJECT: Request for Ohio National Guard Service Medal

1. The information below is provided to request the Ohio National Guard Service Medal.

Name:

Rank:

Service: OHANG or OHARNG

Years of Service:

Separation Date:

Home Address:

2. Included is a check made out to "The State of Ohio" for \$16.62 and a copy of the NGB Form 22, Report of Separation and Record of Service.

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I certify that the above member is eligible for the Ohio National Guard Service Medal.

\_\_\_\_\_  
Name/Signature of AGOH-J1/ANG HQ Representative/Phone ext

\_\_\_\_\_  
Date

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**APPENDIX E**

**The Patriotic Ohio National Guard Retirement Certificate Request**

(Organizational Letterhead)

Office Symbol

Date

MEMORANDUM FOR The Adjutant General's Department, (ATTN: AGOH-J1 or AGOH-ANG HQs), 2825 West Dublin Granville Road, Columbus, Ohio 43235-2789

SUBJECT: The Patriotic Ohio National Guard Retirement Certificate Request

1. The information below is provided to request for the Patriotic Ohio National Guard Retirement Certificate for the member listed below.

Name:

Rank:

Service: OHANG or OHARNG

Years of Service:

Separation Date:

Home Address:

Unit Address:

Specify the retirement ceremony date for presentation:

Disposition instructions: (Advise whether to send the certificate to the member's home or unit/wing for presentation.)

2. POC is SFC Rock at 614-336-XXXX.

Commander's Signature Block

## **APPENDIX E**

### **Items for Separation/Retirement Recognition of ONG Members**

#### **Retirement - ARNG Traditional**

OHCOM/OHDSM (Not Automatic-Varies w/Rank/Service)  
LOM/MSM (Not Automatic-Varies w/Rank/Service)  
Presidential Letter of Appreciation (30+ Yrs)  
Presidential Certificate of Appreciation for Service in the Armed Forces (DD Form 2542)  
(Must qualify for Reserve Retirement)  
Certificate of Appreciation for Spouse (DA Form 5332 & 5332-1)  
US Flag  
Ohio National Guard Service Medal (medal cost responsibility of member)  
The Patriotic Ohio National Guard Retirement Certificate  
Unit Specific Recognition Gifts

#### **Retirement - AIR Traditional**

OHCOM/OHDSM (Not Automatic-Varies w/Rank/Service)  
LOM/MSM (Not Automatic-Varies w/Rank/Service)  
Presidential Letter of Appreciation (30+ Yrs)  
Presidential Certificate of Appreciation for Service in the Armed Forces (DD FM 363AF)  
(Must qualify for Reserve Retirement)  
Certificate of Appreciation for Spouse (AF FM 1344)  
US and Ohio Flag and Retirement Pin  
Ohio National Guard Service Medal (medal cost responsibility of member)  
The Patriotic Ohio National Guard Retirement Certificate  
Wing Specific Recognition Gifts

#### **Retirement - AGR (Completed by Active Duty Station during retiree's out processing)**

All Items in Traditional ARNG/AIR Categories  
Certificate of Retirement (DD Form 363A)  
US Army Flag  
Army Lapel Pin