

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

\*AGOR 600-8-22 (Army)  
900-1 (Air)  
600-8-22 (OMR)  
600-8-22 (ONM)

AGO REGULATION  
NO. 600-8-22 (Army)  
900-1 (Air)  
600-8-22 (OMR/ONM)

1 February 2003

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

Supplementation of this regulation by the Ohio Air National Guard (OANG), Ohio Military Reserve (OMR), and the Ohio Naval Militia (ONM) is authorized with copies of supplements furnished to The Adjutant General's Department, ATTN: AGOH-DCSPER-MP, 2825 West Dublin Granville Road, Columbus, Ohio 43235-2789. Supplementation by Ohio Army National Guard (OHARNG) units is prohibited.

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## **CHAPTER 1**

### **GENERAL**

1-1. **PURPOSE.** This awards program is established to provide recognition for personnel and units of the Ohio National Guard (ONG).

a. Decorations provide warranted recognition and reward for acts of heroism, extraordinary and outstanding achievements and services by soldiers and units of the ONG.

b. The following chapters include National Guard Bureau (NGB), National Guard Association (NGAUS), federal and state awards which are applicable to the OHARNG. The criteria, method of submission, and presentation are contained in the appropriate chapters.

c. The reference to AR 600-8-22 within this regulation applies to the OHARNG and the OMR. The OANG and ONM must utilize the appropriate federal regulation for their branch of service. Chapter 5 (State Awards), this regulation, applies to the Ohio Army and Air National Guard, the OMR, and the ONM.

1-2. **EXPLANATION OF TERMS.** Definitions outlined in AR 600-8-22 are applicable to the Ohio National Guard.

1-3. **TO WHOM AWARDED.** Decorations are awarded primarily to military; however, certain awards are applicable to civilian personnel in other categories. These are outlined in the chapter pertinent to each award.

1-4. **SUBSEQUENT STATE AWARDS.** Paragraphs 5-8, 5-9, 5-10, 5-11, 5-12, and 5-14 describe authorized appurtenances to be issued for subsequent awards for ONG awards.

1-5. **CHARACTER OF SERVICE.** No medal will be awarded to any individual whose service subsequent to the time of the distinguishing act, achievement, or service has been other than honorable.

1-6. **RETIREMENT AWARDS.** Although an individual is not automatically entitled to an award at retirement, an award should be made to a retiring individual whose extraordinary service or visible significant achievements have materially improved the morale, welfare, discipline, and/or efficiency of his/her unit and/or soldiers within his/her unit.

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1-7. **MILITARY DECORATIONS AWARDED AS PRIZES.** Paragraph 3-1e, AR 600-8-22, specifically states that no preconditions for an award may be established. It further prohibits the use of military decorations as prizes in contests (i.e., Honor Graduate, winners of various competitions.)

1-8. **FLAGGING ACTION FOR OVERWEIGHT SOLDIERS.** Soldiers flagged for overweight may be considered for awards for acts of valor, heroism, and length of service retirement. A waiver of the overweight flag must be approved by AGOH-DCSPER-MP. The request for waiver must contain reasons for requesting the waiver, statement that the soldier is enrolled in a weight control program, data as to height and weight, and progress made in accordance with weight control standards. If an individual has not demonstrated any progress, the request may be denied. Flags for APFT failure do not preclude consideration for awards.

1-9. **TIME LIMITATIONS.**

a. Federal. As prescribed in AR 600-8-22.

b. State. Prompt submission is essential to preclude diminishing the prestige of the award. Maximum time limit of three years is established for consideration for state awards.

1-10. **PRESENTATION.** All awards will be presented with ceremony befitting the degree of the award.

1-11. **ANNOUNCEMENT OF AWARDS.**

a. Federal awards are announced in accordance with AR 600-8-22. A memorandum will be prepared and filed following the guidance in AR 600-8-104, Table 6-5, for those awards for which an order is not published.

b. NGB awards will be announced by Chief, NGB.

c. State awards will be announced as prescribed in appropriate chapters of this regulation.

1-12. **SUPPLY OF MEDALS, APPURTENANCES, AND CERTIFICATES.**

a. Major unit and battalion headquarters will maintain stockage of the medals, appurtenances, and certificates for federal awards which are appropriate to the command. Submit requisitions to the USPFO for Ohio.

b. Units will submit requests for state ribbons and devices through the MSC to AGOH-QM in a memorandum format. A copy of the order or letter announcing each award will be attached as enclosures to the letter or request for the ribbons and devices. These orders/letters will justify the request for replenishment of the unit stockage levels. Medals, ribbons, and devices will be issued only for the personnel listed on the order/letter.

#### 1-13. RECOMMENDATIONS AND APPLICATIONS.

a. Federal.

(1) Recommendations for award (DA Form 638) will be completed in accordance with paragraph 3-18 through 3-21, AR 600-8-22. Recommendations for award for which the Adjutant General of Ohio is the approving authority must be received in this department a minimum of **60 days** prior to the desired presentation date.

(2) Proper completion of the certificate will be the responsibility of the approving headquarters in accordance with AR 600-8-22. Certificates are to be four line narrative citations. A six line narrative citation may be used for retirement awards only.

b. NGAUS Awards. Nomination for NGAUS awards will be submitted using the guidelines in Chapter 4 of this regulation.

c. State Awards. Recommendations and application for the awarding of state awards will be prepared in accordance with the appropriate chapter of this regulation.

d. Other Awards. Recommendations and application procedures, if required, for other awards are stated in the chapter concerned.

1-14. RECORDING OF AWARDS. Federal awards will be recorded in Item 9, DA Form 2-1. State awards will be entered in Item 27, lower half, DA Form 2-1. The Regimental Affiliation Crest will be entered in pencil, based on the soldier's PMOS, in Item 4, lower half, DA Form 2-1.

#### 1-15. WEARING OF STATE AWARDS.

a. The wearing of medals and/or ribbons will conform to instructions for wearing of United States and foreign medals and/or ribbons contained in appropriate Department of the Army, Department of the Air Force, or Department of the Navy directives. State awards will not be worn during the period any individual is ordered to Active Service under authority of a section of Title 10, U.S. Code. State awards given by another state are authorized to be worn, and will be worn immediately following all federal and state of Ohio awards, in sequence by the date they were received.

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b. Order of Precedence. Federal awards take precedence over state awards. State awards will be worn in the following order:

Ohio Cross (OH-CROSS)

Ohio Distinguished Service Medal (OHDSM)

Ohio Commendation Medal (OHCOM)

Ohio Faithful Service Ribbon (OHFSR)

Ohio Special Service Ribbon (OHSSR)

Ohio Award of Merit (OHAWM)

Ohio National Guard Basic Training Ribbon (OHBCTR)

Recruiter Achievement Ribbon (Army) or (Air) (OH-RCT-ACH-RBN)

## CHAPTER 2

### FEDERAL INDIVIDUAL AWARDS

#### 2-1. GENERAL.

a. The Adjutant General of Ohio (TAGOH) will consider recommendations from all major subordinate commands for awarding of the Legion of Merit. 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. The Good Conduct Medal is authorized to be awarded to AGR soldiers for service in accordance with AR 600-8-22. 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.

<u>AWARD</u>	<u>APPROVAL AUTHORITY</u>
Legion of Merit (LOM)	See Table 3-2, AR 600-8-22
Meritorious Service Medal (MSM)	* TAGOH
Army Commendation Medal (ARCM)	* TAGOH for HQ STARC (- Det 1,2,5,6)
Army Commendation Medal (ARCM)	* Colonel in command of HQ STARC Detachments 1,2,5,6
Army Commendation Medal (ARCM)	Colonel or higher if in command of subordinate commands
Army Achievement Medal (AAM)	* TAGOH for HQ STARC (-)
Army Achievement Medal (AAM)	* Lieutenant Colonel or higher in command for HQ STARC Detachments 1,2,4,5,6,8
Army Achievement Medal (AAM)	Lieutenant Colonel or higher in command for subordinate commands

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: ARCM and AAM.

\* Approved DA Form 638 will be forwarded to AGOH-DCSPER-OS for authentication and completion of Part V of DA Form 638.



## **CHAPTER 3**

### **NATIONAL GUARD BUREAU AWARDS**

3-1. **GENERAL.** The Chief, National Guard Bureau, annually recognizes units and individuals for outstanding efficiency and superior performance. The details for each award are provided in NGR 672-1.

3-2. **SUPERIOR UNIT AWARD.** This award recognizes a unit for meeting its training objective and other criteria for the previous training year. Nominations will be submitted to this headquarters, ATTN: AGOH-DCSPER-MP, annually, not later than 31 October. See Chapter 2, NGR 672-1, for the nomination procedures. (Include the checklist shown in the NGR 672-1)

3-3. **EISENHOWER TROPHY.** This award recognizes the most outstanding unit in the state during the training year. The outstanding unit will be selected by a board appointed by the Adjutant General (the board will use, as a minimum, the prerequisites found in Chapter 3, NGR 672-1.) The recommendation will be forwarded to NGB, ATTN: NGB-ARO-T, NLT 31 December.

3-4. **NATIONAL GUARD ASSOCIATION TROPHY, PERSHING TROPHY, AND NATIONAL GUARD STATE TROPHY.** Three separate awards presented for unit excellence in annual qualification firing with assigned individual weapons. The three trophies are awarded respectively at national, Army area, and state level. Nominations will be submitted through command channels using the checklist shown in Chapter 4, NGR 672-1. Each major command will select the unit with the highest figure of merit within the command and submit the nomination to this headquarters, ATTN: AGOH-DCSPER-MP, not later than 1 December. Commanders are reminded that split units will be considered and rated with its parent unit as a single entity.

3-5. **ITSCHNER AWARD.** This award recognizes the most outstanding engineer company in the Army National Guard (ARNG). Nominations will be submitted to this headquarters, ATTN: AGOH-DCSPER-MP, not later than 15 November of each year in accordance with Chapter 5, NGR 672-1.

3-6. **MILTON A. RECKORD TROPHY.** This award recognizes the most outstanding battalion/squadron within each PORTAC Region. Nominations will be submitted to this headquarters, ATTN: AGOH-DCSPER-MP, not later than 15 November of each year in accordance with Chapter 7, NGR 672-1.

3-7. **EFFICIENCY IN MAINTENANCE.** This award recognizes the ARNG Organizational Maintenance Shop (OMS) in each state that achieves the highest degree of efficiency during the training year in maintenance of material and maintenance management. See Chapter 9, NGR 672-1.

3-8. CHIEF'S 50 AWARD. Enlisted members of the OHARNG are eligible to complete for the Chief's 50 (Chief of National Guard Bureau) Award each year in accordance with Chapter 12, NGR 672-1. This award honors the outstanding Recruiter and Career Counselor NCO in each of the 50 states.

3-9. ARMOR LEADERSHIP AWARD. This award is to promote combat unit leadership in the armor branch of the U.S. Army (see Chapter 13, NGR 672-1.)

3-10. FRANCIS S. GREENLIEF AWARD. This award for excellence in ARNG aviation gives special recognition to either a civilian or military individual or group for significant outstanding contributions to administrative services and other related fields. Nominations will be sent to this headquarters, ATTN: AGOH-DCSPER-MP, in accordance with Chapter 14, NGR 672-1.

3-11. THE ERICKSON TROPHY. This award recognizes distinguished graduates from each ARNG State Officer Candidate School (OCS). The State Adjutant General will report the name and grade of each distinguished graduate to the NGAUS no later than 15 days following selection. See Chapter 10, NGR 672-1.

3-12. ASSOCIATION OF THE UNITED STATES ARMY (AUSA) AWARD. This award recognizes the graduate from each state OCS who demonstrated the highest standards of leadership. The Adjutant General selects the winner. The winner is awarded a plaque provided by the AUSA. See Chapter 11, NGR 672-1.

3-13. PHILIP A. CONNELLY AWARD FOR EXCELLENCE IN ARMY FOOD SERVICE. This award is given annually to recognize excellence in Army Food Service. The Adjutant General's Department will announce annually the state winner. The state winners complete in CONUSA competition for the Army area winner. See Chapter 18, NGR 672-1.

**CHAPTER 4**

**NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) AWARDS**

4-1. **GENERAL.** The NGAUS awards program has been established to recognize National Guard individuals and units for superior performance, acts of heroism, or service of a meritorious nature.

4-2. **ELIGIBILITY.** The narrative of each award included in this chapter states the categories of individuals and units eligible for the specific award.

4-3. **DESCRIPTION.** The following awards are currently active:

**UNIT AND ORGANIZATION AWARDS**

<b>NAME</b>	<b>BASIS FOR SELECTION</b>
National Guard Association Trophy	Superior marksmanship by an entire unit. (National Winner) See Chapter 4, NGR 672-1.
ARNG Pershing Plaque	Superior marksmanship by an entire Unit. (CONUS Army area awards) See Chapter 4, NGR 672-1.

**INDIVIDUAL AWARDS**

<b>NAME</b>	<b>BASIS FOR AWARD</b>	<b>AVAILABLE TO NON-GUARDSMEN</b>
Harry S. Truman Award for Distinguished Service In the Nation's Defense	Exceptional Service	Yes
Distinguished Service Medal	Outstanding Service	Yes, though rarely
Meritorious Service Award	Outstanding Service	Yes, though rarely
Valley Forge Cross	Heroism	No

**MISCELLANEOUS**

<b>NAME</b>	<b>BASIS</b>
NGAUS/NGB Annual Photographic Contest Awards (Cash Award)	Best photography in various categories

4-4. THE HARRY S. TRUMAN AWARD FOR DISTINGUISHED SERVICE IN THE NATION'S DEFENSE. Guidelines governing the Award for Distinguished Service in the Nation's Defense are established herein, by authority of the Executive Council of NGAUS.

a. Purpose. The Harry S. Truman Award is intended to recognize distinguished Americans whose contributions to the defense and security of the United States of America have been of great significance at the national level.

b. Frequency of Award. There shall be no more than one award of the Harry S. Truman Award in any given calendar year.

c. Eligibility. Any American who meets the criteria described herein may be nominated for the award.

d. Description of Award. The Harry S. Truman Award consists of a set of thirteen authentically uniformed, hand carved figures depicting the militiamen of the original thirteen colonies.

e. Criteria. The following criteria govern selection of an award recipient.

(1) The individual to be selected should have made a substantial contribution to the security and defense posture of the United States of America in a manner worthy of recognition at the national level.

(2) Although a single deed or action may be considered as qualification for this award, if it is of sufficient magnitude and significance, weight should be given to sustained contribution over a period of time.

f. Nominating Procedure. Nominations will be submitted in the form of a letter to this headquarters, ATTN: AGOH-DCSPER-MP, NLT 1 March of each year. Include a clear and detailed statement of the nature and magnitude of the nominated individual's contributions to national security. Also include a black and white glossy photograph of the nominated individual.

4-5. DISTINGUISHED SERVICE MEDAL. Guidelines governing the Distinguished Service Medal are established herein by authority of the Executive Council of NGAUS.

a. Purpose. The purpose is to provide a means of recognition to any individual who, while serving in the military forces (active or reserve) of this nation or its allies in position(s) of great responsibility, shall distinguish himself with outstanding and exceptionally meritorious service to the United States Government, the Armed Forces of the United States, or to the NGAUS.

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b. Eligibility. Any member of the National Guard of the United States or of NGAUS, or any officer of the United States or allied military forces.

c. Description. The standard version of the Distinguished Service Medal is a medal measuring 1-1/2 inches in diameter, bearing a gold striking of the NGAUS seal in raised features. The medal is suspended by a scarlet moired silk ribbon 2 inches long and 1-3/8 inches wide, topped by a bar inscribed "Distinguished Service" in raised letters. The reverse side of the medal is inscribed with the recipient's name, date awarded, and the medal number. A miniature version of the medal is also presented, and it is a replica of the standard version. The miniature medal measures 11/16 inches in diameter and is suspended by a similar ribbon 11/16 inches wide and 1- 3/4 inches long. The reverse of this medal is inscribed with the medal number only.

d. Criteria. The following criteria shall serve as guidelines in the selection of recipients:

(1) An individual must have distinguished himself as particularly outstanding in service to the United States Government, any of the armed forces of the United States, including the National Guard, or to the NGAUS in a position of great responsibility.

(2) Superior performance of normal duty will not alone justify the awarding of this medal. An individual must have offered exceptionally outstanding contributions over an extended period of time to clearly merit the awarding of this medal.

e. Nomination Procedure. Nominations will be submitted to this headquarters, ATTN: AGOH-DCSPER-MP, NLT 1 April each year for actions occurring during the preceding year. Nominations should include a clear, detailed statement of the nature and magnitude of the nominated individual's performance, as well as a proposed citation.

4-6. THE MERITORIOUS SERVICE AWARD. Guidelines governing the Meritorious Service Award, also known as the Citizen Soldiers Medal, are established herein by authority of the Executive Council of the NGAUS.

a. Purpose. The purpose of this award is to recognize an individual's outstanding achievement accomplished on behalf of the National Guard of the United States or the NGAUS.

b. Eligibility. Any member of the National Guard of the United States or the NGAUS is eligible to receive this award.

c. Description. This award is a walnut plaque measuring 7-1/2 inches wide and 10 inches long to which the NGAUS seal has been affixed. The NGAUS seal is a metal die with raised features and measures 3-1/4 inches in diameter, with the background behind the eagle and shield device recessed and made of red velvet. Beneath the NGAUS seal, a nameplate is mounted bearing the inscription "Meritorious Service Award," with an area provided for the recipient's name to be inscribed. The nameplate is dull black with raised features and measures 3 -7/8 inches wide and 1-1/2 inches tall.

d. Criteria. The following criteria will serve as guidelines in the selection of recipients:

(1) An individual must have accomplished an outstanding achievement on behalf of the National Guard of the United States or the NGAUS.

(2) Outstanding performance by the individual must have been such as to clearly identify him as having played a key role in the accomplishment for which the award is to be given. Superior performance of duties normal to the grade, branch, specialty or assignment, and experience of an individual are not considered adequate basis for this award.

(3) Although a single accomplishment may be deemed qualification for this award if it is of sufficient significance and character, particular consideration should be given to those individuals who have contributed outstanding service on a sustained basis. Personal dedication and self sacrifice also will be regarded as factors deserving consideration.

e. Nominating Procedure. Nominations will be submitted in letter form to this headquarters, ATTN: AGOH-DCSPER-MP, NLT 1 April each year for accomplishments occurring during the preceding year. Nominations should include a clear, detailed statement of the nature and magnitude of the nominated individual's performance, as well as a proposed citation.

4-7. THE VALLEY FORGE CROSS. An award to be entitled the Valley Forge Cross in hereby established by authority of the Executive Council of the NGAUS.

a. Purpose. The purpose is to provide a means by which appropriate public recognition may be extended to members of the National Guard who distinguish themselves by performing acts of personal heroism for which, by reasons of the National Guard's peacetime state status, Active Army and Air Force awards are not authorized.

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b. Description. The Valley Forge Cross is a medal measuring 1-3/4 inches by 1-3/4 inches, bearing a cross surrounded by four eagle and shield devices such as appear on the official NGAUS seal. The cross has a surrounding gold border, with the interior shallowed and bearing an enamel finish (green for Army National Guard, blue for Air National Guard.) The center of the cross carries a profile of a colonial soldier recessed below a surrounding ring. The ring bears the legend "Valley Forge Cross" in raised letters. The cross is suspended by a ring from a moired silk ribbon 1-1/4 inches long and 1-3/8 inches wide, composed of bands of white (1/8 inch), green (1/8 inch), gold (1/8 inch), blue (1/8 inch), white (1/2 inch), blue (1/8 inch), gold (1/8 inch), green (1/8 inch) and white (1/8 inch.)

c. Eligibility. Any active bona fide member of the National Guard of the United States.

d. Criteria. The following criteria must be met before an individual can be considered to be eligible for consideration:

(1) The individual must have performed an act of heroism so outstanding that he clearly went beyond what reasonably might have been expected from most persons under similar circumstances of such a nature that had he not attempted the act, he would not have been subjected to justified criticism.

(2) The nominee's act of heroism was executed voluntarily.

(3) Performance of the act placed the nominee in great personal jeopardy of losing his own life or limb.

(4) While acts for which this award is to be given most commonly will involve attempts to save another person's life, it will, under exceptional circumstances, be authorized for acts intended to alleviate widespread public suffering or preserve public property which is absolutely essential in the maintenance of the public welfare, safety, and well being, provided that the nominee's own life was placed in great danger by his voluntary actions.

e. Nominating procedures:

(1) Nominations will be submitted in letter form to this headquarters, ATTN: AGOH-DCSPER-MP, NLT 1 April each year for accomplishments occurring during the preceding year. Include a fully detailed chronological narration of what occurred, utilizing exact times and dates, and full identification of all principals including witnesses. Lucid and complete reporting of facts will be more likely to achieve the object of the recommendation than flowery generalities. The nomination should also include a proposed citation.

(2) The letter nominating an individual for the award must be accompanied by the signed statements of at least one, preferably two, eyewitnesses. Documents such as extracts from official records, sketches, maps, photos, and newspaper clippings which help establish the validity of the nominations may also be used as supporting evidence. In cases where no eyewitnesses are available, this requirement may be waived if personal heroism is completely self-evidence and the award legitimately can be made without question. A single statement by the individual nominated, describing the act in detail, also may be regarded as important supportive evidence.

(3) Letters from the nominee's battalion/squadron/group/brigade commander should be submitted with the nomination.

(4) Any heroic act performed by a member of the National Guard is eligible for consideration without regard to his duty status at the time of the event. It may include an act performed while he/she actually is on military duty, in state status, or while he/she is acting in a civilian capacity not on military duty.

(5) The following personal information on the nominee must accompany the letter of nomination: military grade, full name, social security number, date of birth, home address, military unit of assignment, nature of military duties, civilian job, and marital status, to include children's names and ages.

(6) An 8 X 10 glossy photo of the nominee, in military uniform, must accompany the nomination.



## **CHAPTER 5**

### **OHIO NATIONAL GUARD STATE MILITARY AWARDS**

5-1. GENERAL. This chapter provides recognition for state military awards for the Ohio National Guard, Army and Air; the OMR, and the ONM.

#### 5-2. RECOMMENDATIONS AND APPLICATIONS.

a. Recommendations for Award (DA Form 638) will be completed in accordance with AR 600-8-22. Block 10 of DA Form 638 will indicate recommended award (i.e., OHCOM.)

b. A separate recommendation will be submitted for each award of a decoration, and only one recipient will be named in a recommendation. If more than one individual is recommended to receive an award, separate recommendations must be submitted. Lucid reporting of facts rather than flowery generalities is necessary. Statements of eyewitnesses (preferably in the form of certificates, affidavits, or sworn statements), extracts from official records, sketches, maps, diagrams, photographs, etc., will be attached to support and amplify stated facts.

c. Air National Guard recommendations will be submitted on Recommendation for Decoration (printout) IAW AFR 900-38.

d. A photocopy of the DA Form 2-1 of persons recommended for the award must accompany the DA Form 638 for Army Guard members.

e. All recommendations will be forwarded through command channels to AGOH-DCSPER-MP. Each intermediate commander will recommend approval or disapproval over his/her signature. Recommendations for disapproval will be fully explained. Authority to disapprove awards will not be delegated. Letters of transmittal will not be prepared to forward DA Form 638 through command channels.

f. All recommendations for awards, for which the Adjutant General of Ohio is the approving authority, must be received in the department a minimum of 60 days prior to desired presentation date. Approved awards with the appropriate medal, ribbon, and certificate will be forwarded to the individual's unit by a letter of transmittal. When a requested presentation date cannot be met, this department will notify the responsible headquarters in writing.

### 5-3. APPROVAL AUTHORITY FOR STATE AWARDS.

a. The Adjutant General of Ohio is the approval authority for the following awards:

(1) Recommendations for state awards to members of HQ STARC (- Det 1,2,6) Ohio ARNG.

(2) Recommendations for award of the OH-CROSS and the OHDSM received from all units of the Ohio ANG, 73d Troop Command, HQs 16<sup>th</sup> EN Bde, HQ 37<sup>th</sup> AR Bde, the OMR, and the ONM..

b. The following positions are delegated approval authorities to act on recommendations for awarding of the OHCOM for members of their command:

(1) The Assistant Adjutant General for Army for all Ohio ARNG units.

(2) The Assistant Adjutant General for Air for all Ohio ANG units.

(3) Commander, 73d Troop Command.

(4) Commander, 16<sup>th</sup> Engineer Brigade.

(5) Commander, 37<sup>th</sup> Armor Brigade.

(6) \* Commander, Det 2 & 6 HQ STARC

(7) Commander, Ohio Military Reserve.

(8) Commander, Ohio Naval Militia.

\* Approved DA Form 638 will be forwarded to AGOH-DCSPER-OS for authentication and completion of Part V.

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 this award. Publication of a unit award letter is required when service ribbons are awarded. A copy of the DA 638/letter will be filed in the recipient's personnel records jacket and a copy provided to the individual.

5-5. RECORDING AWARDS. The awarding of an individual decoration and/or service ribbon will be documented by placing a copy of the DA 638 or letter announcing the award and a copy of the citation, if applicable, in the recipient's personnel records jacket.

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900-1 (Air)  
600-8-22 (OMR/ONM)

5-6. **POSTHUMOUS AWARDS.** Award of decorations may be made following the death of the person being honored in the same manner as they are made for a living person, except the order and citation will indicate that the award is being made posthumously. Presentation will be made to the next of kin. Eligible next of kin are, in order of precedence, widow or widower, eldest son, eldest daughter, father, mother, eldest brother, eldest sister, or eldest grandchild. Orders will designate to whom the decoration will be presented.

5-7. **THE OHIO CROSS (OH-CROSS) (PO 47-2, TAGOH, 7 Sep 95)**

a. The Ohio Cross may be awarded to any member of the state military forces who distinguishes himself/herself by gallantry and intrepidity at the risk of his/her life. The deed performed must have been by voluntary act and of personal bravery or self sacrifice, so conspicuous as to clearly distinguish the individual for gallantry and intrepidity above his/her comrades and must have involved risk of life. Incontestable proof of the performance of the service will be exacted and each recommendation for the award of the Ohio Cross will be considered on the standard of extraordinary merit. Awarded by the Governor or the Adjutant General, in the name of the Governor.

b. The Ohio Cross is a gold colored, stylized medal Maltese Cross in relief superimposed thereon, also in relief, the Coat of Arms of the State of Ohio with the words "THE GREAT SEAL OF THE STATE OF OHIO" on the outside edge. The reverse side of the medal will carry the engraved words "Awarded to (name) and (date)." The medal will be suspended by a rectangular metal loop from a moire silk ribbon in royal blue, 1 ¾ inches in length and 1 3/8 inches in width. The Ohio Cross also has a standard ribbon bar, 1 3/8 inches wide, of moire silk, in royal blue.

c. The Ohio Cross and certificate shall be presented by the Governor, or the Adjutant General, in the name of the Governor and the people of the state of Ohio, during appropriate ceremony.

5-8. **THE OHIO DISTINGUISHED SERVICE MEDAL (OHDSM) (PO 020-002, TAGOH, 22 Feb 01)**

a. The OHDSM may be awarded to any member of the state military forces who distinguishes himself/herself by bravery or outstanding courage involving personal hazard or danger and the voluntary risk of life. When awarded for such service, a bronze "V" will be awarded as a part of the decoration to indicate valor. The OHDSM may be awarded to any member of the state military forces who distinguishes himself/herself by exceptionally meritorious service to the state or to the United States, or to any person, including civilians, who, by unselfish and untiring activities in connection with the Ohio military forces or the national defense establishment renders a distinct service in furthering the interests of and in promoting the security and welfare of the state of Ohio.

b. The OHDSM is a round, gold colored medal, 1-1/4 inches in diameter, showing the military crests of the state of Ohio on the face of the medal in raised relief with the words “DISTINGUISHED SERVICE, OHIO” on the outside edge. The reverse side of the medal will carry the engraved words “Awarded to (name) on (date).” The pendant will be suspended from a moire silk neck ribbon 1- 3/8 inches in wide and 15 inches in length, composed of alternating vertical stripes of crimson and gray of unequal width. The OHDSM also has a standard ribbon bar, 1-3/8 inches wide of moire silk, composed of alternating vertical stripes of crimson and gray of unequal width.

c. For each subsequent award, a Bronze Oak Leaf Cluster will be presented in lieu of additional medal. A Silver Oak Leaf Cluster will be awarded for each five Bronze Clusters.

#### 5-9. THE OHIO COMMENDATION MEDAL (OHCOCM) (PO 47-3, TAGOH, 7 Sep 95)

a. The OHCOCM may be presented to each person who, while a member of the state military forces, distinguishes himself/herself while serving in any military capacity by meritorious achievement. The performance must be such as to merit recognition for service which was clearly outstanding. Superior performance of normal duties will not alone justify an award of this decoration. Technicians and fulltime military employees of the Adjutant General’s Department will, for the purpose of this award, be considered as serving in a military capacity. Additionally, civilians who perform in an outstanding manner, in conjunction with military personnel or military operations, may at the discretion of the Adjutant General be authorized this award.

b. The OHCOCM is a gold colored octagonal medal depicting in relief the head and shoulders of a colonial militiaman in the right three quarters and the word “OHIO” vertically in the left quarter, suspended from a moired silk ribbon 1-3/4 inches in length and 1-3/8 inches in width composed of seventeen vertical stripes alternating red and white of equal width, beginning and ending with red, symbolizing the fact that Ohio was the seventeenth state admitted into the Union. The colors are taken from the wreath of the crest of all units of the state’s military forces. The OHCOCM also has a standard ribbon bar, 1-3/8 inches wide of moire silk, composed of seventeen vertical stripes alternating red and white of equal width, beginning and ending with red.

c. To promote good morale and to ensure recognition of deserving acts in a proper and timely manner, the Adjutant General of Ohio, the Assistant Adjutant General of Army and Air, State Command Sergeant Major, and the Ohio ANG Senior Enlisted Advisor are authorized to present “Impact Awards” of the OHCOCM at such times and places as they deem appropriate.

d. A Bronze Oak Leaf Cluster is issued to denote award of second and succeeding awards of the OHCOCM. A Silver Oak Leaf Cluster will be awarded for each five Bronze Clusters.

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5-10. THE OHIO FAITHFUL SERVICE RIBBON AND STAR (OHFSR) (PO 004-001, TAGOH, 10 Jan 02).

a. The OHFSR (NG) is awarded to any member of the Ohio National Guard who has completed five consecutive years of honorable service on or after 20 January 1972, during which period he or she has shown fidelity to duty, efficient service, and great loyalty to the state of Ohio.

b. The OHFSR (NG) is a standard ribbon bar, 1-3/8 inches wide of moire silk, watered light blue with a 1.5mm white vertical stripe 7mm from edge to edge.

c. Service in any of the following categories is not creditable service for the purpose of qualifying for this award:

(1) Inactive National Guard.

(2) Reserve or Retired List.

(3) Federal Active Duty (Title 10 USC) with the Armed Forces as an individual not in time of war, to include extra TDA position in HQ STARC, OHARNG, for Title 10 soldiers; however, service as a member of an organized unit ordered to federal active duty or short tours of active duty for training purposes will qualify as creditable service.

d. Entitlements for awards subsequent to the initial award will be as follows:

(1) Upon completion of 10 years, one Oak Leaf Cluster.

(2) Upon completion of 15 years, two Oak Leaf Clusters.

(3) Upon completion of 20 years, for wear on the service ribbon (see e below), three Oak Leaf Clusters.

(4) Upon completion of 25 years, for wear on the ribbon, 4 Oak Leaf Clusters; for wear on the medal, one Oak Leaf Cluster.

(5) Upon completion of 30 years, one Silver Oak Leaf Cluster for both the ribbon and the medal.

(6) Upon completion of 40 years, two Silver Oak Leaf Clusters for both the ribbon and the medal.

e. Upon completion of 20 years consecutive service, members who qualify will be awarded the Faithful Service medal, a bronze five pointed star, 2 1/4 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-QM.

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

a. The OHSSR will be given 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 may also be authorized for Title 10 and 32 soldiers/airmen for services provided to the state during military contingency operations. The Adjutant General of Ohio will determine whether a tour of duty qualifies for the issue of the award.

b. 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.

c. Unit commanders will award the OHSSR when authorized to do so by TAGOH.

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 to AGOH-QM.

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5-12. OHIO AWARD OF MERIT (OHAWM) (PO 021-006, TAGOH, 5 Mar 02)

a. The OHAWM is awarded to each enlisted member of the Ohio Army and Air National Guard who completes three years of faithful and honorable service, during which period he or she has shown fidelity to duty and efficient service by attendance at 85% of the prescribed training assemblies and all annual training periods.

b. The OHAWM is a standard ribbon bar, 1-3/8 inches wide, of moire silk, red with 6mm blue outer and 3mm white inner edges.

c. Subsequent Awards:

(1) After an additional two years (total of five) a Numeral 2 will be worn superimposed upon the red portion.

(2) After an additional five years (total of 10) a numeral 3 will be worn superimposed upon the red portion.

(3) After an additional five years (total of 15) a numeral 4 will be worn superimposed upon the red portion.

(4) After an additional 10 years (total of 25) a numeral 5 will be worn superimposed upon the red portion.

(5) After an additional 10 years (total of 35) a Bronze Oak Leaf Cluster will be worn superimposed upon the red portion.

(6) After an additional five years (total of 40) award of one Silver Oak Leaf Cluster.

d. Requests for ribbons to be awarded will be submitted in memorandum format through the MSC to AGOH-QM.

5-13. OHIO NATIONAL GUARD BASIC TRAINING RIBBON (OHBCTR) (GO 140, TAGOH, 16 Oct 75)

a. The OHBCTR is awarded to enlisted personnel of the Ohio Army and Air National Guard who complete, while a member of the Ohio National Guard, the initial active duty basic training prescribed by law. Award is also made to those individuals who participate in the Civilian Acquired Skills Program upon completion of the required 32 hours of inactive duty training.

b. The OHBCTR is a standard ribbon bar, 1-3/8 inches wide, of moire silk, scarlet with yellow edges and white center; the same as originated in the District of Columbia and adopted in many states.

c. Unit commanders are authorized to award the OHBCTR. Requests will be submitted in memorandum format through the MSC to AGOH-QM.

5-14. RECRUITER ACHIEVEMENT RIBBON (ARMY) OR (AIR) (OH-RCT-ACH-RBN)  
(PO 32-2 and 32-3, TAGOH, 1 JUL 96)

a. The OH-RCT-ACH-RBN (Army) or (Air) is established for award to the Ohio National Guard as follows:

(1) Army NG. The ribbon is awarded to fulltime recruiters who, for a period of 12 consecutive months, average 125% of assigned mission, as determined by the state Recruiting and Retention Manager (RRM.) It will be awarded to other ARNG personnel who are responsible for the enlistment of two new members into the Ohio Army National Guard.

(2) Air NG. The ribbon is awarded to fulltime recruiters who, for a period of 12 consecutive months, average 125% of assigned mission, as determined by the commander of the unit to which assigned for recruiting purposes. It will be awarded to other ANG personnel who are responsible for the enlistment of two new members into the Ohio Air National Guard.

b. Subsequent Army and Air awards are:

(1) Fulltime recruiters: A bronze oak leaf cluster (a maximum of two authorized for wear on the ribbon) will be awarded to fulltime recruiters as follows:

(a) Averages 125% of assigned mission for an additional 12 consecutive months (total of 24 months.)

(b) Averages 125% of assigned mission for an additional 12 consecutive months (total of 36 months.)

(2) Other Ohio National Guard personnel: A bronze oak leaf cluster (a maximum of two authorized for wear on the ribbon) will be awarded to other personnel as follows:

(a) For enlistment of a total of four additional personnel.

(b) For enlistment of a total of six additional personnel.



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c. Award procedures:

(1) Army NG: Award of the OH-RCT-ACH-RBN will be announced in Permanent Orders issued by this department. Determination of eligibility for original award and subsequent awarding oak leaf clusters will be made by the State RRM based on monthly statistical reports.

(2) Air NG: Award of the OH-RCT-ACH-RBN will be announced in orders issued by this department. For recruiters, request for such orders will be signed by the commander of the unit to which the recruiter is attached and will contain a statement that the recruiter performed satisfactorily and has met the criteria for the awarding of the ribbon. For other personnel, requests can be signed by either the commander or personnel officer and will contain a certificate that the individual qualifies for the award based on the enlistment of the appropriate additional personnel. Either type of request will be forwarded to this department, ATTN: AGOH-AIR/ESSO.

d. Presentation of the OH-RCT-ACH-RBN will be accomplished in an appropriate ceremony.

e. The OH-RCT-ACH-RBN is a standard ribbon bar with white background and has three red bars, 1/16 inch wide, on the right and left.

5-15. THE OHIO NATIONAL GUARD UNIT READINESS AWARD (ARMY) (PO 28-1, TAGOH, 3 APR 97).

a. The Ohio National Guard Unit Readiness Award (Army) is established for exceptionally meritorious performance in obtaining unit readiness. The award is intended to recognize those MTOE and TDA units and Headquarters that meet or exceed the selection criteria.

b. A selection board comprised of three members (1-Recruiting Command; 1-Mobilization Readiness and 1-Military Personnel Office) will meet for the purpose of evaluating units for recommendation to the Chief of Staff for the unit readiness award. The board will meet the first week of November annually. The senior member will be designated president. The board will use the following criteria to determine if they will forward a recommendation for the award.

(1) The unit must have met or exceeded all the Unit Status Report (USR) tier level criteria for the last previous four quarters based upon the standards of AR 220-1. Exceptions for equipment on hand may be granted by the Assistant Adjutant General, Army.

(2) The unit is required to maintain 95% of authorized strength, according to SIDPERS, throughout the rated period.

(3) The unit's attrition management must be 18% or less throughout the rating period.

(4) The unit is required to maintain MOS qualification percentage based upon OHARNG assigned tiered resourcing levels throughout the rating period.

(5) The unit is required to maintain 95% available strength based upon the following criteria:

(a) Available strength = Assigned strength minus personnel who do not have a current HIV test, Panograph/DNA, or physical as currently shown in the SIDPERS/MEDPROS data base on 30 September of the rating period. In addition the number of soldiers that are listed on the No Val Pay Report as of the end of the rating period will also be subtracted.

(b) Example: **Assigned strength** of 125 **minus** 10 soldiers who do not have a current HIV results, **minus** 6 soldiers who do not have a current PANO and DNA, **minus** 4 soldiers who do not have a current physical, **minus** 8 soldiers on the No Val Pay Report = **Available strength** of 97 (for award purposes.) **Authorized strength** of the unit is 120 (**Avail strength**: 97 divided by **Auth strength** 120 **equals 80.8%**) the unit does not qualify for the award.

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c. If the unit meets the above criteria, then the board will forward their recommendations for the award to the Chief of Staff, Ohio Army National Guard.

d. The Chief of Staff, Ohio Army National Guard, will review and forward to the Adjutant General for approval. The Adjutant General will forward the name of the selected unit to the DCSPER. The DCSPER will publish a Permanent Order designating the unit selected for the Ohio National Guard Unit Readiness Award (Army) for the period 1 October to 30 September. Upon receipt of the Permanent Order, the unit commander will prepare a memorandum for all unit members, authorizing issue of the award.

e. The Ohio National Guard Unit Readiness Award (Army) is a standard ribbon bar with a scarlet background, two white bars 2/8 inch wide on the left and right sides, gray bar in the center, with the 37th Infantry Division Shoulder Sleeve insignia superimposed over the gray bar. The ribbon is encased in a gold braid brass frame. The award is to be worn on the Class A and Class B uniform over the right breast pocket. Its order of precedence is after all other federal and foreign awards.

f. Soldiers assigned to the unit during the period of award are authorized permanent wear of the ribbon. Soldiers assigned to the unit following the period of awarding of the Ohio National Guard Unit Readiness Award (Army) are only authorized to wear the ribbon while assigned to the unit.

## **CHAPTER 6**

### **NCO/SOLDIER OF THE YEAR**

6-1. GENERAL. Key to any organizations' esprit and morale is its recognition of deserving soldiers who have clearly demonstrated their soldierly ability through appearance, technical competence, and other aspects of personal and professional readiness. The NCO/Soldier of the Year program is designated to provide such recognition in order to build esprit and further enhance morale.

#### 6-2. POLICY.

a. Each unit will conduct an NCO/Soldier of the quarter program within the unit. Units with an assigned strength of more than 50 personnel may conduct their programs monthly.

b. The NCO of the Quarter will be selected from soldiers in the ranks of Corporal through Sergeant First Class.

c. The Soldier of the Quarter will be selected from soldiers in rank of PV2 through Specialist. PV2's must have completed BCT/AIT.

d. Each selectee will be given a letter of commendation or appreciation to be retained permanently in their military personnel records jacket (MPRJ.) Certificates announcing their selection, suitable for framing, are also encouraged for use by each commander.

e. The NCO/Soldier of the Year will be selected only from those NCO's/Soldiers selected each quarter under the unit's program.

f. The soldier selected as the State NCO/Soldier of the Year will represent the state in other such programs conducted by the National Guard Association and the Department of the Army.

#### 6-3. PROCEDURES.

a. Each quarter, the unit first sergeant will provide to the unit commander the name of the NCO/Soldier of the quarter for the unit. The first sergeant will accept nominations from the subordinate NCOs within the unit and make a personal selection or take those recommendations and have the nominees appear before a Unit Selection Board. The Unit Selection Board method is the recommended course of action.

b. If a Unit Selection Board is used, Competition Criteria form, Appendix B, should be used. This will assist in providing some objectivity to an otherwise subjective analytical process.

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c. During the last formation each quarter, the unit commander will present each soldier selected their letters/certificates in an appropriate ceremony.

d. Unit NCO/Soldier of the Quarter selections will be conducted during the period October through September each year. During the September unit training assembly, the commander and first sergeant will select the Unit NCO/Soldier of the Year. The most objective selection process is to choose soldiers most often selected as the Unit NCO/Soldier of the Quarter during the past 12 months (training year.) Once selected, a formal nomination letter will be prepared for each nominee and forwarded to the organization headquarters (Bn/Sqd level) so as to arrive not later than 30 September.

e. Each organization headquarters (Bn/Sqd-Regt/Group/MSC) will conduct NCO/Soldier of the Year board during the period October through December. The major subordinate command headquarters will forward their nominations for State NCO/Soldier of the Year, along with copies of the DA Form 705, latest NCOER, if applicable, DA Form 2-1, and any awards (other than longevity awards), DA Form 1059's received for the current year, and biographical sketch (Appendix C) to arrive at this department, ATTN: AGOH-CSM, not later than 31 December.

(1) Personnel who have had either military or civilian convictions within the past 12 months are not eligible for the State NCO/Soldier of the Year Program.

(2) Nominees must not have accrued any AWOLs during the previous twelve months.

(3) Nominees must be within the allowable body fat standards of AR 600-9.

f. The State Command Sergeant Major will convene a selection board during the month of January. The board will consider all nominations received and select one nominee as the State NCO of the Year and one nominee as the State Soldier of the Year.

6-4. CRITERIA FOR SELECTION. Nominees recommended under this program should have, as a minimum, the following professional and personal attributes:

- a. Judgement and common sense.
- b. Reliability.
- c. Initiative.
- d. Leadership ability.
- e. Knowledge of present job.
- f. Preparation for next higher job.
- g. Attitude.
- h. Enthusiasm.
- i. Instructional ability.

6-5. MILITARY AWARDS.

a. Competition among peers for selection as the MSC NCO/Soldier of the Year is envisioned to be intense. Only the most outstanding NCO/Soldier will be nominated for state consideration. Such an accomplishment is truly significant and deserving of appropriate recognition. Therefore, MSC commanders are authorized to award the OHCOM to the MSC NCO and Soldier of the Year in recognition of their significant achievement.

b. The OHARNG NCO/Soldier of the Year will receive a U.S. Savings Bond from the Adjutant General's Fund.

## **CHAPTER 7**

### **ADJUTANT GENERAL'S FAMILY READINESS AWARDS**

#### **7-1. ADJUTANT GENERAL'S FAMILY AWARDS.**

a. The Adjutant General's Family of the Year Award. Sponsored by the State Family Readiness Council. Recipients are to receive a certificate towards a weekend get away to a State Park of their choice.

(1) Eligibility. Any Ohio National Guard service member and his/her family. This award may be received one time only. Commander should approve nominations.

(2) Criteria. Family participates and supports Family Program activities at the unit and/or state level. Family must have exhibited a positive impact on quality of life issues pertaining to soldiers and families.

b. The Adjutant General's Commander of the Year in Support of Family Programs. Recipient to receive a customized plaque, with Family Program Coin of Excellence.

(1) Eligibility: Must have held a Command position during the period nominated for this award. This award may be received more than one time.

(2) Criteria. Must be nominated by the Family Support Group (FSG) and or Military Liaison within the command.

c. The Adjutant General's Volunteer of the Year Award. Recipient to receive a statuette of the Molly Pitcher minutewoman.

(1) Eligibility. Active FSG or council member that has participated in the program for one full year. Award may be received one time only.

(2) Criteria. The award will be presented to the individual who best exemplifies the spirit of the Family Readiness Program, by demonstrating a good working relationship with the military chain of command. Member participates in unit, regional or state functions, enlists new members and educates family members in military matters. Nominations may come from any active participant of Family Readiness Programs.

d. The Adjutant General's Military Liaison of the Year Award. Recipient will receive a pewter plateware unique to family programs.

(1) Eligibility. Any guard member assigned additional duty acting as point of contact for the FSG. This award may be received one time only.

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(2) Criteria. Guard member has provided effective communication between the command and the FSG. Individual has provided support and assistance to the group including supplies, space and office equipment available. Nomination may come from any active participant of Family Readiness Program.

e. The Adjutant General's FSG of the Year Award. Family Support Group Leader will receive pewter plateware unique to family programs; active participants of the same family support group will receive Family Readiness Coins of Excellence.

(1) Eligibility. FSG at any level. Award may be received more than once.

(2) Criteria. Any group that demonstrates the promotion of family education, communication, and participation. Activities are to include newsletters, telephone trees, award ceremonies, social events, and family sponsorship programs. Nomination may come from any active participant of Family Readiness Programs.

7-2. Formats. Nomination formats are attached as Appendix D-1 through D-5. Submit nominations to AGOH-JO-FS. Annual suspense for nominations will be 1 February. Nominations will cover the period January through December of the previous year.

BY ORDER OF THE GOVERNOR:

/s/

JOHN H. SMITH  
Major General  
The Adjutant General

APPENDIX A – Soldier/NCO Interview Board Report  
B – NCO/Soldier of the Year Evaluation Sheet  
C – Biographical Sketch  
D – Adjutant General's Family Readiness Awards

DISTRIBUTION:  
A/D  
OMR/ONM



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**APPENDIX A**  
**SOLDIER/NCO INTERVIEW BOARD REPORT**  
(ORGANIZATIONAL LETTERHEAD)

OFFICE SYMBOL

DATE

MEMORANDUM FOR (To be completed by recommending command)

SUBJECT: Soldier/NCO Interview Report

1. \_\_\_\_\_ was considered for selection as the \_\_\_\_\_ Soldier/NCO of the Month/Year under the \_\_\_\_\_ (Unit, Battalion, Group/Regiment, MSC) criteria indicated at Appendix B, AGOR 670-1 (Army.)
2. Each board member provided individual input. The overall score for the soldier identified above is \_\_\_\_\_ .
3. Based on an evaluation of each nominee recommended and the above named soldiers overall qualification, he/she was selected as the Soldier/NCO of the Month/Year.
4. Soldier/NCO is now nominated to the \_\_\_\_\_ for further competition. \_\_\_\_\_ (Unit, Battalion, Group/Regiment, MSC, State)

Recommending CSM  
Signature Block

**APPENDIX B**

**NCO of the Year Board  
 Evaluation Sheet**

Soldier's Name:  
 MSC:

Board Member:

ITEM	REQUESTER	POSSIBLE POINTS	POINTS SCORED
1. IWQ	NA	MM – 3 SS – 6 EX – 10	
2. APFT	NA	180-239 – 5 240-299 – 10 300 – 15	
3. Appearance	NA	1 – 10	
4. Military Bearing/ Courtesy	NA	1 – 10	
5. Self-Confidence	NA	1 – 10	
6. First Aid		5	
7. Weapons		5	
8. Drill & Ceremonies		5	
9. Map Reading		5	
10. NBC		5	
11. Survival Techniques		5	
12. Current Events		5	
13. Leadership		15	
14. Training		15	
<b>TOTALS:</b>		120	

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**APPENDIX B**  
**SOLDIER of the Year Board**  
**Evaluation Sheet**

Soldier's Name:

MSC:

Board Member:

ITEM	REQUESTER	POSSIBLE POINTS	POINTS SCORED
1. IWQ	NA	MM – 3 SS – 6 EX – 10	
2. APFT	NA	180-239 – 5 240-299 – 10 300 – 15	
3. Appearance	NA	1 – 10	
4. Military Bearing/ Courtesy	NA	1 – 10	
5. Self-Confidence	NA	1 – 10	
6. First Aid		5	
7. Weapons		5	
8. Drill & Ceremonies		5	
9. Map Reading		5	
10. NBC		5	
11. Survival Techniques		5	
12. Current Events		5	
13. Leadership		5	
14. Training		5	
<b>TOTALS:</b>		100	

**APPENDIX C**

**BIOGRAPHICAL SKETCH**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PERSONAL DATA: DOB: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

**MILITARY DATA:**

GRADE/RANK: \_\_\_\_\_ DOR: \_\_\_\_\_

PMOS: \_\_\_\_\_ DMOS: \_\_\_\_\_

PEBD: \_\_\_\_\_ BASD: \_\_\_\_\_

Years of Active Service:

Total Years of Service:

Weapons Qualification/Date:

APFT Score/Date:

CTT Score:

100% Drill Attendance:

Verification of all Military Data: \_\_\_\_\_  
(Bn/Gp CSM Signature & Date)

CIVILIAN EDUCATION: \_\_\_\_\_

MILITARY EDUCATION: \_\_\_\_\_

AWARDS/DECORATIONS: \_\_\_\_\_

BRIEF HISTORY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**ADJUTANT GENERAL'S COMMANDER OF THE YEAR  
IN SUPPORT OF FAMILY PROGRAMS**

State Family Program Nomination Format

Commander's name: \_\_\_\_\_

Commander's unit: \_\_\_\_\_

Name of FSG Leader at this activity: \_\_\_\_\_

Phone number of FSG Leader: \_\_\_\_\_

Name and phone number of appointed Military Liaison Officer: \_\_\_\_\_

Name and phone number of nominator: \_\_\_\_\_

\* Provide a narrative on the support the commander has provided to the FSG at his or her level. Describe the working relationships between the FSG and the Military Liaison in relationship to the commander. List any activities the commander has invited the families in for, or requested support for from the FSG.

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**ADJUTANT GENERAL'S FAMILY SUPPORT GROUP (FSG)  
MILITARY LIAISON OF THE YEAR**

State Nomination Format

Name and rank of Military Liaison: \_\_\_\_\_

Unit name and address: \_\_\_\_\_  
\_\_\_\_\_

Name and phone number of current FSG Leader: \_\_\_\_\_  
\_\_\_\_\_

Name and phone number of unit commander: \_\_\_\_\_

Name and signature of nominator: \_\_\_\_\_

\* Summarize the support provided by the military liaison to the commander and the FSG. Narrate how effective communication is with the parties concerned, explain how this individual has improved or enhanced the FSG. List activities the liaison has helped with first hand.

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1 February 2003

AGOR 600-8-22 (Army)  
900-1 (Air)  
600-8-22 (OMR/ONM)

**ADJUTANT GENERAL'S FAMILY SUPPORT GROUP (FSG) OF THE YEAR AWARD**

State Nomination Format

Unit designation of the FSG: \_\_\_\_\_

Unit name and address: \_\_\_\_\_

List names of active FSG members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and number of the commander: \_\_\_\_\_

Name and number of the Military Liaison assigned: \_\_\_\_\_

Name and signature of nominator: \_\_\_\_\_

\* Submit copies of chartered paperwork with nomination, complete with elected chairperson, secretary and treasurer positions, as well as the FSG telephone tree. Provide a complete narrative explaining how the FSG supports the unit, communicates with the family members, educates new families, community involvement, social events, unit support projects. Why do you think this FSG should be nominated FSG of the year?

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