

Kansas Standard Operating Procedure 600-8-22

Personnel – General

Decorations, Awards and Honors

Adjutant General's Department
Headquarters, Kansas Army National Guard
Topeka, Kansas
1 March 2005

UNCLASSIFIED

Summary of Change

KS SOP 600-8-22 dated 1 March 2005
Decorations, Awards and Honors

The printing of this UPDATE –

- Adds two new Kansas National Guard Ribbons:
 - Strength Management Ribbon
 - Homeland Defense Service Ribbon
- Establishes Colonel level commanders as approving authority for the Strength Management Ribbon and publication of certificate.
- Replaces the KSARNG Form 38 with two forms:
 - KSARNG Form 638 for Federal Service Awards
 - KSARNG Form 639 for State Service Awards
- Changes the method of submission for awards and streamlines the process by allowing for electronic transmission of documents.
- Aligns Kansas Awards with Federal awards at appropriate command levels and assigns equivalent EPS points.
- Establishes policy that authorizes the wear of awards from other states.
- Establishes policy for processing of retirement awards and certificates.
- Establishes policy for the distribution of awards certificates and orders.
- Removes any references to the NGAKS Policy for awards.

Adjutant General's Department
Headquarters, Kansas National Guard
Topeka, Kansas 66611-1287
1 March 2005

Kansas Army National Guard SOP 600-8-22

**Personnel – General
Decorations, Awards, and Honors**

By Order of the Adjutant General:

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History. This printing publishes a revision of this publication.

Summary. This publication implements policy pertaining to issuance of decorations, awards, letters of appreciation and commendation to members of the Kansas Army National Guard not in Active Military Service.

Proponent for this publication is the DCSPER. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: AGKS-DCSPER, 2800 SW Topeka Blvd, Topeka, KS 66611-1298.

Distribution: A

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CHAPTER I FEDERAL DECORATIONS, AWARDS AND HONORS

1-1. Reference. AR 600-8-22.

1-2. Policy. The above regulation applies to the Kansas Army National Guard. Commanders will emphasize the awards program to all assigned officers, warrant officers and supervisory enlisted personnel. Timely recognition is afforded deserving Soldiers for outstanding service and singular acts of merit or achievement relating to military duty.

1-3. Purpose. This SOP provides supplemental guidance to all Kansas Army National Guard personnel concerning the issuance of awards, decorations, letters of commendation, appreciation/service recognition certificates.

1-4. Federal Decorations. Soldiers of the Kansas Army National Guard are eligible for Federal awards as per AR 600-8-22.

1-5. Award Recommendations.

a. Recommendations for Federal awards are made using DA Form 638 (Recommendation for Award). Prepare in accordance with AR 600-8-22, and these instructions. It is imperative that all documents submitted in connection with recommendations for awards are neatly written or typed, punctuated properly and that each recommendation meets award criteria.

b. All recommendations for awards are addressed to the approving authority and will be forwarded through command channels. The approving authority for all awards is identified in Table 3-2 AR 600-8-22. The approving authority will forward a completed copy of each DA Form 638 to AGKS-DCSPER-PSB and a copy to AGKS-PAO. After processing AGKS-DCSPER-SIB will forward the DA Form 638 to AGKS-DCSPER-PSB for posting to DA Form 2-1 and filing in the MPRJ.

c. All Federal medals and devices are acquired through the supply system.

1-6. Army Reserve Components Achievement Medal. Criteria for this award are listed in paragraph 4-18, AR 600-8-22. The medal is administratively awarded and orders are not required. Submit KSARNG Form 638 showing award, appropriate device, and period of service for each individual to AGKS-DCSPER-SIB. After processing AGKS-DCSPER-SIB will forward award Form to AGKS-DCSPER-PSB for posting to DA Form 2-1. AGR enlisted Soldiers are not authorized this award per Para 4-15, AR 600-8-22. However, National Guard Bureau has authorized the Army Good Conduct Medal for Title 32 AGR Soldiers as per All States Log Number P97-0004, October 1996, Army Good Conduct Medal for title 32 Soldiers, pending update of AR 600-8-22.

1-7. Armed Forces Reserve Medal. Criteria for this award are listed in paragraph 5-7, AR 600-8-22. The medal is administratively awarded and orders are not required. Submit KSARNG Form 638 showing award, appropriate device, and period of service for each individual to AGKS-DCSPER-SIB. After processing, AGKS-DCSPER-SIB will forward award Form to AGKS-DCSPER-PSB for posting to DA Form 2-1.

1-8. Letters of Commendation and Appreciation. For individual and/or group acts of service for which there appears to be no suitable award, commanders are encouraged to prepare letters of commendation or appreciation. Distribution of such letters will include the original to the awardees, and a copy to AGKS-DCSPER-SIB. After processing AGKS-DCSPER-SIB will forward to AGKS-DCSPER-PSB for filing in the individual's MPRJ.

1-9. Aircraft Crewman Badges. Eligibility requirements for badges are set forth in paragraph 8-24 through 8-27, AR 600-8-22, and NGR 600-106. Approval authority is as follows:

a. Aircraft Crewman Badge. Aircraft Crew Member Badge may be permanently awarded to Soldiers upon successful completion of formal advanced individual training (AIT) in career management field (CMF) 67 MOS, and to Soldiers who previously completed AIT in CMF 28 MOS. This includes Soldiers who graduated from AIT for MOS' in the 68 series. This badge is awarded by the USAAVNC.

b. Master and Senior Aircraft Crewman Badge. Recommended by the commander and sent through the State Army Aviation Officer to AGKS-DCSPER-E, using NGB Form 24-2.

1-10. NCO Professional Development Ribbon and Numerals. Criteria for award are listed in paragraph 5-6, AR 600-8-22. Medal and/or numerals are administratively awarded and orders are not required. Medals and/or numerals are supplied by USP&FO for Kansas based upon requests.

CHAPTER II
KANSAS ARMY NATIONAL GUARD
STATE AWARDS AND DECORATIONS

2-1. General.

a. The Kansas Army National Guard has established the following medals, service ribbons, appurtenances and decorations in order of precedence.

- (1) Kansas National Guard Medal of Excellence.
- (2) Kansas National Guard Distinguished Service Medal.
- (3) Kansas National Guard Meritorious Service Ribbon.
- (4) Kansas National Guard Commendation Ribbon.
- (5) Kansas National Guard Strength Management Ribbon.
- (6) Kansas National Guard Achievement Ribbon.
- (7) Kansas National Guard State Emergency Duty Service Ribbon.
- (8) Kansas National Guard Homeland Defense Service Ribbon.
- (9) Kansas State Counter-Drug Service Ribbon.
- (10) Kansas National Guard Service Medal.

b. The Adjutant General's Staff identification Badge. This badge is worn by eligible officers of the Kansas Army National Guard as prescribed in paragraph 2-13 below.

c. The Adjutant General's Ceremonial Platoon Badge of Honor. This badge is worn by eligible Solders of the Kansas Army National Guard as prescribed in paragraph 2-14 below.

2-2. Policies. The decorations and awards prescribed herein are for recognition of service or achievement by members of the Kansas Army National Guard. When properly utilized, decorations and awards are effective recognition for distinguished and meritorious service, and for heroic acts. They also act as incentives for greater effort, and are instrumental in developing and maintaining morale. State awards are issued to recognize the unique service to both the State of Kansas and the United States. The following policies encourage the achievement of these goals.

a. It is the commander's responsibility to establish a formal awards program within the organization to assure utilization of the available awards and decorations for the enhancement of the Kansas National Guard program, promote esprit de corps and community cooperation.

- b. Decorations or awards will be presented only to those eligible members whose entire service during the time of the distinguished act, achievement, or service has been honorable.
- c. In the event a Soldier who has distinguished him or herself dies before the granting of an award, a posthumous award will be made to the next of kin.
- d. These decorations and awards will in no way preclude the use of authorized active component decorations and awards. The intent of State awards is to recognize distinguished meritorious service and achievements of Soldiers who have the unique dual service responsibility to their State and Nation.
- e. Special consideration should be given to outstanding Soldiers whose achievements and service in Retention and Recruiting exceed the prescribed standards.
- f. Initial issue of these decorations and awards will be made by AGKS-DCSPER, accompanied by documents announcing the award. Replacement ribbons and devices for Soldiers of the Kansas Army National Guard must be purchased from personal funds.
- g. To be fully effective an award must be timely: therefore, a recommendation for any Kansas National Guard award will be prepared and submitted within 30 days.
- h. The presentation of medals and awards will be made in an appropriate ceremony during Annual Training periods, Inactive Duty Training periods, or other suitable occasions at the earliest opportunity. Maximum effort will be made to arrange for photographs and public news releases at these significant events.
- i. Exception to Paragraph 2-2h. The Governor, as Commander-in-Chief, or The Adjutant General of Kansas may present the Medal of Excellence and the Distinguished Service Medal with "V" device to a Kansas National Guard Soldier immediately following a conspicuously heroic act while on State emergency duty.
- j. Approving authorities must ensure that proper documentation is forwarded to AGKS-DCSPER-SIB. AGKS-DCSPER-SIB will forward the documents to AGKS-DCSPER-PSB for placement in the individuals Official Military Personnel File. The award of each decoration and badge and the authority to wear them will be recorded on the Soldier's DA Form 2-1.
- k. State decorations will be worn below all Federal ribbons, medals and foreign decorations. Medals may be worn on dress uniforms. Ribbons are worn in order of precedence on uniforms as authorized by AR 600-8-22 for Federal awards and paragraph 2-15 for State awards.
- l. Awards from other states are authorized for wear; however, AGKS-DCSPER-SIB does not load them into the database because there is not a common data element code nor are EPS points awarded for other State's awards.

2-3. Kansas National Guard Medal of Excellence. After 1 October 1995, the Kansas National Guard Medal of Excellence with certificate/citation may be awarded to any Soldier of the Kansas Army National Guard, Civilians, former members of the Kansas National Guard, and State or Federal public officials. Public officials include, but are not limited to senators, representatives, and congressional aides and staff employees. The recipient must distinguish himself/herself for clearly exceptionally meritorious service in

a duty of great responsibility, exceptionally significant public service or acts of heroism, valor or bravery, performed under circumstances of personal hazard or danger and the voluntary risks of life. Awards are not made solely on the basis of having saved a human life.

a. Subsequent Awards. A bronze oak leaf cluster is presented for the second and subsequent awards. A silver oak leaf cluster is worn in lieu of five bronze oak leaf clusters. A "V" device is authorized when the decoration is awarded for heroism.

b. Description. Ribbon consists of (from left to right) a 3/8 inch royal blue section, a 5/8 inch white section and a 3/8 inch royal blue section. Medallion design consists of a 2 3/8-inch diameter medal with nine 3/8 inch inverted royal blue triangles attached to a 2 inch diameter circle. The circle is inscribed with " Kansas National Guard Medal of Excellence" over white background. The "Great Seal of the State of Kansas" coin is centered with the inscription encircled around it.

c. Method of Submission. Letter of recommendation is endorsed by commanders through channels to AGKS-DCSPER for action by The Adjutant General of Kansas, who is the final approving authority.

d. The Governor, or in his/her absence, The Adjutant General, will present this award.

e. KSNGMOEX EPS points awarded value is 35 points.

2-4. Kansas National Guard Distinguished Service Medal. After 1 July 1979, the Kansas National Guard Distinguished Service Medal with certificate/citation may be awarded to any Soldier of the Kansas National Guard who distinguishes himself/herself by heroic achievement or exceptional meritorious service. Superior performance of normal duties will not alone justify the award of this decoration. Awards are made for acts of heroism, valor or bravery, performed under circumstances of personal hazard or danger and the voluntary risk of life. Awards may be made solely on the basis of having saved a human life.

a. Subsequent Awards. A bronze oak leaf cluster is presented for the second and subsequent awards. A silver oak leaf cluster is worn in lieu of five bronze oak leaf clusters. A "V" device is authorized when the decoration is awarded for heroism.

b. Description. Ribbon design consists of (from left to right) a 1/4 inch red section, a 1/8 inch white section, a 1/4 inch blue section, a 1/8 inch white section, a 1/4 inch blue section, a 1/8 inch white section and a 1/4 inch red section. Medallion design consists of a 1 5/8 inch diameter bronze medal of the Great Seal of the State of Kansas, superimposed on a sunflower.

c. Method of Submission. Letter of recommendation is endorsed by the commanders through channels to AGKS-DCSPER for action by The Adjutant General of Kansas, who is the final approving authority.

d. The Governor or, in his/her absence, The Adjutant General will present this award.

e. KSNGDSMD EPS points awarded value is 30 points.

2-5. Kansas National Guard Meritorious Service Ribbon. After 1 July 1979, the Kansas National Guard Meritorious Service Ribbon with certificate/citation may be presented to each person who, while a

member of the Kansas National Guard, performs a single act or has a period of meritorious service that furthers the interest and welfare of the Kansas National Guard. The performance must have been such that it clearly places the candidate above his/her peers. The performance must have been such as to merit recognition of individuals for achievement, valor, or service rendered in a clearly outstanding manner. Performance of duties normal to the grade, branch, specialty, or assignment and experience of an individual is not an adequate basis for this award. Specific meritorious achievement in retention and/or recruiting may be considered as follows:

a. Significant achievement in retention of assigned personnel by any member of the Kansas National Guard. Assigned or additional duty through innovative approaches and exceptional programs should be considered, but the performance should be compared with other individuals in similar positions and not members of units whose responsibility in retention is inherent in his/her primary job.

b. An award may be presented for meritorious acts or achievement in support of State recruiting activities if completely justified in the context of this award.

c. Soldiers who of the Kansas National Guard may be presented the award if they personally influence at least ten (10) enlistments/reenlistments in a fiscal year.

d. Full time recruiting force members exceeding assigned objectives for any six consecutive months should be considered for this award.

e. Subsequent Awards. A bronze oak leaf cluster will be presented for the second and subsequent awards. A silver oak leaf cluster may be worn in lieu of five bronze leaf clusters. A "V" device will be authorized when the decoration is awarded for heroism.

f. Description. Ribbon design will consist of (from left to right) a 5/8 inch red section, a 1/8 inch white section, and a 5/8 inch red section. There is no medallion for this award.

g. Method of Submission. A letter of recommendation submitted through the chain of command to the first general officer for approval.

h. KSNGMSRB EPS points awarded value is 25 points.

2-6. Kansas National Guard Commendation Ribbon. After 1 March 1997, the Kansas National Guard Commendation Ribbon with certificate/ citation may be presented to any Soldier in a military status who performs a single act or period of meritorious service that furthers the interest and welfare of his/her unit. The performance must clearly place the candidate above his/her peers. Approval authority is a Colonel level commander.

a. The performance must merit recognition of individuals for achievement, valor, or service rendered which are of a lesser degree than required for award of the Kansas National Guard Meritorious Service Ribbon.

b. Subsequent Awards. A bronze oak leaf cluster is presented for the second and subsequent awards. A silver oak leaf cluster is worn in lieu of five bronze oak leaf clusters. A "V" device is authorized when the decoration is awarded for heroism.

c. Description. Ribbon design consists of (from left to right) 1/16 inch white section, 13/32 inch royal blue section, 1/16 inch white section, 1/8 inch royal blue section, 1/16 inch white section, 1/8 inch royal blue section, 1/16 inch white section, 13/32 inch royal blue section and 1/16 inch white section. There is no medallion for this award.

d. Method of Submission. Award is made by filling in the locally produced award certificate and forwarding to AGKS-DCSPER.

e. KSNGCOMR EPS awarded value is 20 points.

2-7. Kansas National Guard Strength Management Ribbon. After 1 January 2002 the Kansas National Guard Strength Management Ribbon (KSNGSMRB) with certificate/citation may be presented to any member of the Kansas Army National Guard who significantly impacts strength in their units. Approval authority is Colonel level commander. Commands must stock this ribbon by ordering through the State Archives.

a. The award may be awarded to the following two categories.

(1) All Soldiers in a military status are eligible. Examples are Soldiers that aid in enlistment and retention efforts for the Kansas Army National Guard. Approval authority is the Colonel level Commander.

(2) Recruiting and Retention NCOs are eligible based on efforts that are above and beyond their normal expected duties.

b. Description: Ribbon design will consist of a (from left to right) 1/8 inch blue, 3/32 inch of gold, 3/32 inch of blue, 3/32 inch of white, 5/16 inch of gold, 1/32 inch of white, 5/16 inch of gold, 1/32 inch of white, 3/32 inch of blue, 3/32 inch of gold, and 1/8 inch of blue. There is no medallion for this award.

c. Subsequent Awards: A bronze oak leaf cluster will be presented for the second award and subsequent awards. A silver oak leaf cluster will be worn in lieu of five bronze oak leaf clusters.

d. Method of Submission: Units will request electronically by submitting the KSARNG Form 639 and a brief narrative on the Award Certificate through the chain of command to the Colonel level Commander for approval.

e. KSNGSMRB EPS awarded value is 20 points.

2-8. Kansas National Guard Achievement Ribbon. After 1 March 1997, the Kansas National Guard Achievement Ribbon with certificate/citation may be presented to any Soldier in military status who distinguishes him or herself by meritorious service or achievement of a lesser degree than required for award of the Kansas National Guard Commendation Ribbon. Approval is at the Lieutenant Colonel level of command.

a. Subsequent awards. A bronze oak leaf cluster is presented for the second and subsequent awards. A silver oak leaf cluster is worn in lieu of five bronze oak leaf clusters.

b. Description. Ribbon design consist of (from left to right) 13/32 inch green section, 1/16 inch royal blue section, 3/16 inch green section, 1/16 inch royal blue section, 3/16 inch green section, 1/16 inch royal blue section, 13/32 inch green section. There is no medallion for this award.

c. Method of Submission. Units will request electronically by submitting the KSARNG Form 639 and a brief narrative on the Award Certificate to the Lieutenant Colonel level Commander.

d. KSNGACHR EPS awarded value is 15 points.

2-9. Kansas National Guard Emergency Duty Service Ribbon. The Kansas National Guard State Emergency Duty Service Ribbon may be presented, at the discretion of The Adjutant General, to Soldiers of the Kansas Army National Guard who perform State active duty in time of emergency declared by the Governor to uphold the law and preserve order, protect lives and property, assist civil authorities, and for the aid and relief of Kansans in disaster. Confirmation for eligibility will be determined by State active duty payroll.

a. Subsequent Awards. A sunflower device is presented for the second and subsequent awards.

b. Commanders may authorize award of Kansas National Guard State Emergency Duty Service Ribbon to AGR personnel.

c. Description. Ribbon design consists of (from left to right) a 3/8 inch royal blue section, a 1/8 inch forest green section, a 1/8 inch royal blue section, a 1/8 inch yellow-gold section, 1/8 inch royal blue section, a 1/8 inch brown section and a 3/8 inch royal blue section. There is no medallion for this award.

d. Method of Submission. The award, as well as any subsequent awards, are automatic, based on supporting State orders published for that emergency duty period. The award is announced using KSARNG Form 639. The publishing authority is responsible for submitting required copies of these documents to AGKS-DCSPER-PSB for posting of the award to Soldier's DA Form 2-1. Commanders must ensure an appropriate award ceremony is conducted.

e. KSGEMDYR has no EPS awarded value points.

2-10. Kansas National Guard Homeland Defense Service Ribbon.

a. Military. The KSNGHDSR will be awarded to all members of the Kansas National Guard, including AGR Soldiers, participating in direct support of Operation Noble Eagle or Enduring Freedom, airport security, or site security, or any other duty directly related to the attack on America on 11 September 2001 and Homeland Defense activities. Such service must have been for a minimum of one day in duration, performed honorably and faithfully, and occurred between 11 September 2001 and an ending date to be determined.

(1) Personnel placed on official orders (i.e., airport security, site security, mobilization to active duty) in support of Operation Noble Eagle/Enduring Freedom will receive the KSNGHDSR with "M" Device.

(2) Personnel who perform duties in support of Operation Noble Eagle/Enduring Freedom (i.e., administrative, logistical, maintenance, etc., support) will receive the KSNGHDSR only.

(3) Succeeding awards. Not more than one of the same award will be presented to one person. However, if a Soldier performs duty in support of the operation and receives the KSNGHDSR and is subsequently placed on orders for airport security/site security or mobilized, he/she will receive the "M" device. Additionally, if a Soldier receives the KSNGHDSR with "M" device for duty performed under Title 32 orders and is subsequently ordered to active duty under Title 10 orders, he/she will be eligible to receive a subsequent award of the KSNGHDSR.

b. Civilian. The KSNGHDSR may be awarded to civilians for exemplary service to the State of Kansas in support of Operation Noble Eagle/Enduring Freedom. Nominations for the award to civilians will be sent to the Office of The Adjutant General. The Adjutant General is the approval authority for award of the KNGHDSR to civilian personnel.

c. Method of Submission. The KSNGHDSR is announced using KSARNG Form 639 and by posting the award to a soldier's official records.

d. KSNGHDSR has no EPS awarded value points.

2-11. Kansas State Counter-Drug Service Ribbon. The Kansas National Guard Counter-Drug Service Ribbon is presented, at the discretion of The Adjutant General, to a Soldier of the Kansas Army National Guard. The member must perform Duty for a period of 30 consecutive days. Counter-drug operations include supply reduction, demand reduction and substance abuse.

a. Subsequent Awards. A sunflower device is presented for the second and subsequent awards. A sunflower device will be presented for each 5 years of qualifying service in support of Counter drug operations.

b. Description. Ribbon design consists of (from left to right) a 3/8 inch royal blue section, a 1/8 inch black section, a 3/8 inch yellow section, 1/8 inch black section and a 3/8 inch royal blue section. There is no medallion for this award.

c. Method of Submission. The Counter-drug Coordinator has approval authority to award the KSSTCDSR using KSARNG Form 639. For Soldiers who have not received the above award and have performed duty in the past in the counter-drug program, an official request will be initiated through the chain of command to the Commander Counter drug for approval and issuance of KSARNG Form 639. The Counter-drug Coordinator will forward a copy of the KSARNG Form 639 to AGKS-DCSPER-SIB. AGKS-DCSPER-SIB will forward the KSARNG Form 639 to AGKS-DCSPER-PSB for placement in the individual's Official Military Personnel File.

d. KSSTCDSR has no EPS awarded value points.

2-12. Kansas National Guard Service Medal. General Order Number 18, dated 1 May 1969, announces the qualifications for awards, the class of decoration, and related information concerning the Kansas National Guard Service Medal.

a. Criteria. Service medals, service ribbon bars, and sunflower devices are authorized for issue to those officers, warrant officers, and enlisted personnel of the Kansas National Guard for service in the Kansas National Guard of more than five years.

(1) These decorations are authorized in five classes and will be issued as follows:

(a) Class I -- For more than 5 years service. Individual will be issued a service medal and a service ribbon.

(b) Class II -- For more than 10 years service. Individual will be issued a Sunflower device.

(c) Class III -- For more than 20 years service. Individual will be issued an additional Sunflower device.

(d) Class IV -- For more than 30 years service. Individual will be issued an additional Sunflower device.

(e) Class V -- For more than 40 years service. Individual will be issued an additional Sunflower device.

(2) Years of service will be computed by adding the following.

(a) Years of service in the Kansas Army and/or Air National Guard in an active status. Inactive National Guard service is not creditable.

(b) Years of service in an active duty status with the U.S. Air Force if the individual entered such status from the Kansas Air National Guard and was not separated from the Kansas Air National Guard during such active duty status.

(c) Years of service in an active duty status with the U.S. Army if the individual entered such status from the active or inactive Kansas Army National Guard and was not separated from the Kansas Army National Guard during such active duty status.

b. Description. Ribbon consists (from left to right) of a 1/8 inch blue section, 1/8 inch red section, 1/8 inch white section, 5/8 inch blue section, 1/8 inch white section, 1/8 inch red section and a 1/8 inch blue section.

c. Method of Submission. Announcement of award is made using the KSARNG Form 639 endorsed by Captain level commanders who have approving authority. The DCSPER will issue a certificate of award, with each decoration for long and faithful service. KNGSM and subsequent awards are announced using KSARNG Form 639.

d. Awards authority will forward copy of approved KSARNG Form 639 to AGKS-DCSPER-SIB. AGKS-DCSPER-SIB will forward to AGKS-DCSPER-PSB for placement in the Soldier's Official Military Personnel File.

e. KSNGSVCM has no EPS awarded value points.

2-13. The Adjutant General's Staff Identification Badge. The Adjutant General's Staff Identification Badge is a circular device of leafed design consisting of gilt-edge green laurel leaves upon, which is superimposed, a five-pointed black star. The badge consists of military division insignia symbolized by the eagle with shield and two stars representing the office of The Adjutant General with scroll at the top

and the words "MILITARY DIVISION" and bottom scroll reading "KANSAS". This badge is worn as tangible evidence of assignment and service of officer personnel as principle or general staff who meet the criteria prescribed herein.

a. Criteria. The individual must be serving or have served in a position, which requires as a primary duty the creation, development, or coordination of policies, principles, or concepts. Eligibility for authorization and wearing of the Adjutant General's Staff Identification Badge as a permanent part of the uniform is as follows.

(1) An officer who is currently assigned to The Adjutant General's Staff and detailed to General Staff with Troops (GSWT) is authorized the award.

(2) An officer who was formerly assigned to The Adjutant General's Staff and detailed to "GSWT", to include retired personnel, is authorized the award.

(3) The officer must be assigned to the position for at least one year.

(4) CSMs and SGMs on the General Staff or JFHQ, serving in the position for one year, as recommended by Chief of Staff and approved by TAG.

b. Announcement. Authority to wear the badge will be announced on orders issued by The Adjutant General of Kansas. The Chief of Staff, KSARNG is the responsible officer for approval of this award.

c. Presentation. Whenever practicable, the badge and copy of orders will be presented to eligible individuals by The Adjutant General, or his/her designee, at an appropriate ceremony. The order constitutes authority for the individual to wear the badge. Initial cost and replacement for lost or damaged badges may be made at the individual's expense.

d. Recording. Award of the badge will be recorded on individual's DA Form 2-1.

e. Wear. The identification badge is recognition of service on The Adjutant General's staff and may be worn on the proper military uniform on any occasion except Title 10 Active Duty.

(1) The badge will be centered on the right breast pocket between the bottom edge of the flap and bottom of the pocket when worn on Class "A" or "B" uniforms by male personnel.

(2) Female personnel will wear the badge centered on the right side of the coat opposite the third button on Class "A" or "B" uniforms.

f. Cost of the issue for The Adjutant General's Staff Identification Badge will be borne by the individual.

2-14. The Adjutant General's Ceremonial Platoon Badge of Honor. The Adjutant General's Ceremonial Platoon Badge of Honor is a circular badge, gold in color with the seal of the great State of Kansas in the center, with an outer circle with the words "CEREMONIAL" on top and "PLATOON" on the bottom. A wreath opened at the top encompasses the badge.

a. Criteria.

(1) The individual is a member of the Ceremonial Platoon for six months to be authorized to wear the badge. This is not a permanent issue.

(2) For permanent issue of the badge, a member is in good standing for twenty-four (24) months and performed in at least twelve (12) ceremonies over that period. Retroactive issue is from 12 September 1988.

b. Announcement. Authority to wear the Ceremonial Platoon Badge of Honor is announced on orders. The Chief of Staff, Kansas Army National Guard approves this award.

c. Presentation. The Adjutant General or his designee presents the badge and copy of orders to eligible Soldiers. The order constitutes authority for the individual to wear the badge.

d. Recording. Copy of order to be forwarded to AGKS-DCSPER-PSB so award of badge is recorded on Soldier's DA Form 2-1.

e. Wear. The Ceremonial Platoon Badge of Honor is worn on any military uniform for the remainder of their service in the Kansas National Guard. This badge may be worn on the proper military uniform on any occasion except Title 10 Active Duty. The positioning of the badge is as follows:

(1) The badge is centered on the left breast pocket between the bottom edge of the flap and the bottom of the pocket.

(2) Female personnel will wear the badge centered on the left side of the coat opposite the third button.

2-15. Order of Precedence and Authorized Abbreviations.

a. The following Kansas National Guard medals and ribbons are listed in the order of precedence for which they may be worn. Abbreviations listed are the authorized abbreviations for recording awards on military personnel records.

<u>ABBREVIATION</u>	<u>AWARD/DECORATION/RIBBON/DEVICE</u>	<u>FORM</u>
KSNGMOEX	Kansas National Guard Medal of Excellence	*
KSNGDSMD	Kansas National Guard Distinguished Service Medal	*
KSNGMSRB	Kansas National Guard Meritorious Service Ribbon	AGKS 642
KSNGCOMR	Kansas National Guard Commendation Ribbon	AGKS 643
KSNGSMRB	Kansas National Guard Strength Management Ribbon	*
KSNGACHR	Kansas National Guard Achievement Ribbon	AGKS 644
KSGEMDYR	Kansas National Guard Emergency Duty Service Ribbon	AGKS 646
KSNGHDSR	Kansas National Guard Homeland Defense Service Ribbon	*
KSSTCDSR	Kansas State Counter-Drug Service Ribbon	*
KSNGSVCM	Kansas National Guard Service Medal	AGKS 648

b. The certificates for the above awards are AGKS Forms and may be ordered on a DA Form 17 to AGKS-DCSIM-ASB or may be locally produced at the appropriate level. State medals, ribbons, and devices are ordered on a DA Form 17 to AGKS-Archives.

c. The following badges, devices and attachments are authorized for wear with Kansas National Guard ribbons. Abbreviations listed are the authorized abbreviations for recording awards on military personnel records (DA Form 2-1).

<u>ABBREVIATION</u>	<u>AWARD/DECORATION/RIBBON/DEVICE</u>
TAGSIB	The Adjutant General's Staff Identification Badge
TAGCPB	The Adjutant General's Ceremonial Platoon Badge of Honor
W/SFD	With Sunflower Device
W/BOLC	With Bronze Oak Leaf Cluster
W/SOLC	With Silver oak Leaf Cluster
W/"V"	With "V" Device for heroism/valor

* denotes FORM is not printed by the State printer but is available electronically.

CHAPTER III

CERTIFICATES

3-1. Policy. Commanders will continue to emphasize the awards program for Soldiers and to recognize employer support as indicated in this chapter.

3-2. Purpose. This chapter provides guidance to all Kansas Army National Guard personnel concerning the issuance of recognition for award to Soldiers and to recognize local employers for their support of their employees participating in the Kansas National Guard.

3-3. 100% Drill Attendance Certificate. The 100% Drill Attendance Certificate is presented to each enlisted Soldiers of the Kansas National Guard who achieves a perfect attendance record for the previous calendar year. In order to qualify for the 100% Attendance Certificate, the enlisted Soldier must have attended all scheduled inactive duty training assemblies and annual training. Only full years of membership are considered. Training assemblies and annual training for which individuals are granted constructive credit because of performance of duty in another capacity is creditable towards a perfect attendance record. Soldiers who are denied credit from a training assembly because of unsatisfactory participation are not eligible for this award.

a. Unit commanders will prepare the certificate from information based on unit personnel records. The commander will present the certificate to deserving members no later than the scheduled training assembly of March of the year following the year of perfect attendance.

b. The unit commander makes presentation of the certificate at proper unit formation.

c. The certificate (AGO Kan Form 602-9) is requested from AGKS-DCSIM-ASB.

d. Award of the certificate will not be recorded on DA Form 2-1.

3-4. Certificate of Enlistment. The Certificate of Enlistment is awarded to each person who enlists or reenlists in the Kansas National Guard. The award of this certificate recognizes the individual for joining the Kansas Army National Guard.

a. A supply of the forms (AGO Kan Form 602-10) is maintained at each armory. The certificate is prepared with the enlistment or reenlistment contract. The recruiter responsible for the enlistment and the enlisting officer or the commanding officer signs the certificate.

b. The certificate is presented to the Soldier by the enlisting officer immediately following execution of the oath of enlistment.

c. Forms are available by request from AGKS-DCISM-ASB.

3-5. Certificate of Enlistment Extension. The Certificate of Enlistment Extension is awarded to each Soldier of the Kansas National Guard for extension of enlistment.

a. The certificate is prepared at Recruiting and Retention Command when documents are received from the unit, which verify the extension of enlistment. The Adjutant General signs the certificate, then it is forwarded by letter of transmittal to the unit commander for signature and presentation.

b. The unit commander makes presentation of the certificate at an appropriate ceremony, normally a formation where most of the unit members are present.

3-6. Certificate of Appreciation (Employer Support of the Guard and Reserve). A certificate of appreciation is available to recognize employers for their cooperative spirit in supporting their employees participating in National Guard training. Members of the unit are encouraged to nominate employers who cooperate with their employees in granting them time off to participate in National Guard training and activities.

a. The certificates are awarded to the head of a firm or agency, official, office or unit manager, or first line supervisor.

b. The signed certificate is returned to the unit commander for presentation to employer. Whenever possible, the unit commander arranges to have the nominator (Soldier/employee) present during the presentation of the certificate.

c. Recommendations are forwarded to The Adjutant General's Department, Attention ESGR (AGKS-SA), 2800 SW Topeka Blvd, Topeka, Kansas 66611. Nominations may be made online at <http://www.esgr.org>.

CHAPTER IV

ORGANIZATIONAL MEDALLIONS

4-1. Purpose. Organizational Medallions are authorized for General Officer level commands only. They are also called Unit Coins, Regimental Coins or Commander's Coins and are given to show appreciation for a job well done. The gift of a coin can build rapport, say thank you, and buy goodwill for the command and the commander. Commanders recognize that these inexpensive coins are powerful and versatile tools, which can instill unit pride, esprit de corps, and reward outstanding performance.

4-2. Scope. Organizational Medallions may be purchased with Appropriated Funds but are subject to specific guidelines. They may not be personalized with an individual's name. Commanders must keep a record of coins that have been awarded and to whom. This record or log is subject to audit by the USPFO for Kansas. Units may request this award for individuals they feel deserve recognition through the chain of command.

4-3. Applicability. Organizational Medallions may be awarded by the Adjutant General; Commander, Army National Guard; Commander, 35th Inf Div (M) and their respective Command Sergeants Major.

4-4. Commander's Coins. As differentiated from Organizational Medallions, Commander's Coins are purchased with personal funds or through an informal fund or from a privately organized organization and may be personalized. They are not subject to the same restrictions and limitations imposed on medallions purchased with Appropriated Funds. These awards may be given as personal awards for "a job well done" by Commanders or their representatives. Traditionally, these coins are given to Soldiers on the spot and bear the unit Commander's and Sergeant Major's rank insignia. They may also bear the name of the presenter.

CHAPTER V

KANSAS NATIONAL GUARD YOUNG HERO AWARD

5-1. Purpose. The Kansas National Guard "Young Hero Award" recognizes young citizens of Kansas who have either demonstrated great courage in the face of adversity or have bravely responded to an emergency situation. This award promotes a positive image of young citizens who have made an impact in the State of Kansas. This regulation establishes policies and procedures for the administration of the Kansas National Guard "Young Hero Award" Program.

5-2. Applicability. This Chapter is applicable to every member of the Kansas Army National Guard.

5-3. Objectives. To reward young Kansans for their accomplishments and project a positive image of the Kansas National Guard.

5-4. Eligibility Criteria. Young citizens of Kansas 19 years of age or younger, who are not members of the National Guard, are eligible for this award. The recipient must also meet one of the following criteria:

a. **Demonstrating Bravery or Heroism.** This would be awarded for confronting and dealing with a dangerous or emergency situation commensurate with age. Circumstances can vary greatly. Examples might include: a 16 year old saving a person from drowning, a nine year old leading other family members to safety from a burning house, or a six year old who has the presence of mind to summon help for a grandmother who has fallen and lost consciousness.

b. **Demonstrating Great Courage in the Face of Adversity.** This award is made to young Kansans who have exhibited great personal courage in dealing with severe illness, injury, or physical or mental challenges. Despite their challenges and obstacles, they have overcome adversity and contributed on some significant personal or community level. Examples might include: attaining Eagle Scout though severely ill or challenged, forming a support group to help other individuals with similar problems, working with young children who have a similar illness, providing a role model, making all 'A's in school while undergoing surgery and chemotherapy for cancer. Awards under this category will give significant credence to the professional recommendations of medical practitioners such as doctors, nurses, social workers, recognized assistance agencies, etc.

5-5. Nomination Procedures. Nominations may be submitted by anyone having personal knowledge of an act or achievement meeting the guidelines outlined above. Nominations from non-members of the National Guard shall be submitted through a local National Guard unit, preferably near the proposed award site. The nomination will be forwarded in priority fashion through the chain of command to The Adjutant General of Kansas, ATTN: Senior Army Advisor. The Senior Army Advisor will route each request through the Land Component Commander, for their concurrence. The final decision to approve or disapprove rests with The Adjutant General. The Senior Army Advisor shall expeditiously notify the submitting unit of the final decision.

5-6. Responsibilities:

a. Unit

(1) Screen the nomination to insure it meets requirements and submit on prescribed memorandum format. Submit copy of award certificate to G1-PISB to be maintained in individual OPMF.

(2) Provide AGKS-PAO with list of relatives who do not reside in the same community as the recipient. This will facilitate media notification.

(3) Inform the Senior Army Advisor of exact location and date/time of presentation as early as possible. A minimum notice of one week is normally necessary for adequate media response.

(4) Unit will allow three weeks for normal processing and approval. If it is necessary for the presentation to be held earlier, note the requirement on the recommendation memo.

(5) Coordinate and implement the award presentation, following the prescribed guidance.

b. Senior Army Advisor

(1) Administer program for The Adjutant General.

(2) Receive and forward all requests to the Assistant Adjutant General for concurrence.

(3) Submit all completed packets to the Adjutant General for approval.

(4) Prepare presentation packages and send to unit.

(5) Order medals and frames through the USP&FO for Kansas as required.

(6) Provide the USP&FO for Kansas with a DA Form 3953 for engraving.

(7) Provide The Adjutant General and AGKS-PAO with notification of the presentation location, date and time.

(8) Maintain a status and record of each award.

(9) Update The Young Hero Award Program as directed by the Adjutant General.

c. AGKS-PAO. Develop and provide to the Senior Army Advisor a news release package for the awards. This will include a boilerplate release for the event and a list of media outlets to be contacted by the unit prior to the award presentation.

d. USP&FO. Obtain medals, frames and engraving as required.

e. AGKS-DCSIM. Provide presentation certificate as required.

5-7. Award. The award shall consist of an engraved medal with neck ribbon and a framed certificate signed by The Adjutant General.

5-8. Presentation Procedure:

- a. The presentation shall be the responsibility of the recommending unit.
- b. The ceremony will be formal, the tone of which shall be solemn, respectful, and of an appropriate gravity for the award of a military medal. It shall be held in an appropriate location such as armory, school, place of worship, assembly, hospital room or outdoor setting.
- c. The unit commander will present the award. At least four members of the Kansas National Guard will be in attendance.
- d. Local official, family members and members of any appropriate agency should be invited and greeted by the unit commander and members before or after the ceremony.
- e. National Guard members will wear the Class A uniform. The State and National Colors will be present as appropriate, use of honor guards is encouraged whenever possible, but is not mandatory.
- f. News media will be notified and invited to the presentation. Copies of the prepared news release will be available to the media at the ceremony.

5-9. Point of Contact. SRAAG-KS, 785-274-1015, FAX 785-274-1018.

Example of Kansas National Guard Young Hero Award Recommendation

Date

MEMORANDUM FOR The Adjutant General's Department, ATTN: SRAAG-KS, 2800
SW Topeka Blvd, Topeka, KS 66611-1287

SUBJECT: Kansas National Guard Young Hero Award Recommendation

1. (UNIT NAME) Recommend (Name of Nominee) for the honor of being designated a Kansas National Guard Hero.

2. (NAME OF NOMINEE) demonstrated (Bravery/Heroism/Courage in the Face

Adversity). (List circumstances of action(s) that warrant the award. Include verifying data or statement from doctors, police, etc.)

3. (Citation) Provide a brief three or four sentence citation to be put on the certificate.

4. (Desired Date of Presentation) List the date that the unit would like to present the award. Units should allow three weeks for processing. If circumstances require a faster response, note here.

5. POC for this award is _____Phone_____.

(Signature block)

CHAPTER VI

BEST INDIVIDUAL SOLDIER (BIS) AND NONCOMMISSIONED OFFICER (NCO)

6-1. Purpose. To establish policy and procedures for administering the Kansas Army National Guard Best Individual Soldier (BIS) and Best Noncommissioned Officer (BNCO) program.

6-2. General. The BIS and BNCO Program is administered on an annual basis. Selection as a BIS or BNCO is a unique reward for a distinguished Soldier and NCO whose individual leadership achievements merit special recognition. It is a means of recognizing individual Soldiers who have contributed significantly during all official duty time towards the development of a professional corps and a combat effective and ready Force.

6-3. Objectives. Specific objectives of the program are:

- a. To enhance morale and esprit de corps.
- b. To promote a wholesome spirit of competition within and between units.
- c. To provide appropriate recognition for outstanding individual accomplishment.
- d. Compete for the selection of State and higher levels of competition.

6-4. Responsibilities.

a. State Command Sergeant Major, AGKS-CSM, will:

- (1) Have primary responsibility for administering the program.
- (2) Process appropriate award recommendation and correspondence.
- (3) Sponsor annual selection boards.
- (4) Ensure letter of congratulations from The Adjutant General is provided to AGKS-DCSPER-PSB for the Soldier's Military Personnel Files.
- (5) Forward award recommendation of the Kansas National Guard Meritorious Service Ribbon to AGKS-DCSPER for selected individuals.

b. MSC commanders, JFHQ-LC, 69th Troop Command, 35th Infantry Division, 35th Division Artillery, 235th Regiment, and 130th Field Artillery Brigade will:

- (1) Have nomination authority.
- (2) Provide maximum recognition of selectees using all available publicity.

(3) Continue to emphasize and recognize selectees as an integral part of the KSARNG during appropriate ceremonies.

(4) Selectees in the program who fail to maintain leadership qualities that merited selection are recommended for termination to The Adjutant General, ATTN: AGKS-DCSPER.

c. CSM, KSARNG will also:

(1) Nominate board members to The Adjutant General for BIS and NCO of the Year Selection Board.

(2) Determine the location where the BIS and NCO of the Year Selection Board is held and obtain The Adjutant General's approval.

(3) Chair the Selection Board.

(4) Conduct this board annually during the month of December.

6-5. Recommendation Procedures.

a. Outstanding BIS and NCO in any grades PVT-SPC and CPL-SFC are eligible for nomination. One Soldier per each major command will be nominated. The Soldiers most highly qualified are chosen to appear before the Selection Board.

b. Listed are general criteria for nomination and selection:

(1) Overall duty performance of unquestioned quality.

(2) Leadership qualities possessed and potential.

(3) Demonstrated mission dedication.

(4) Integrity.

(5) Military bearing.

(6) Personal conduct.

(7) Personal appearance.

(8) Interest in the welfare of troops and peers.

(9) Number of persons supervised by nominee.

(10) 100% drill attendance (may include excused absences).

(11) Be MOS qualified or actively pursuing MOS qualification training.

(12) Passed their most recent APFT.

(13) Meet height and weight standards IAW AR 600-9.

c. Nominations are submitted annually to The Adjutant General of Kansas, ATTN: AGKS-CSM, NLT the first week of December and must contain the following:

(1) Name.

(2) Grade.

(3) Social Security Number.

(4) Unit of Assignment.

(5) Military Occupation Classification.

(6) Duty Assignment.

(7) Length of Service.

(8) Copy of DA Form 2-1 (Personal Qualification Record).

(9) Justification for recommendation not to exceed two typed, double-spaced pages. The justification must factually document why the individual should be chosen. Relate individual performance to the criteria in b above.

6-6. Board Administration. The BIS and NCO of the Year Selection Board will be held in December. It is convened by The Adjutant General of Kansas and held at various locations depending on the needs of the board members and those appearing. Each recommended individual must appear in person before the board. Winners selected by the board will be based on the highest scores attained on the evaluation form. Board minutes are submitted to The Adjutant General of Kansas NLT seven working days after the close of the Selection Board for final approval.

6-7. Recognition of Selected Individual.

a. Maximum use of public information (News Media) and hometown news releases is authorized.

b. The selected Soldier/NCO is awarded the Kansas National Guard Meritorious Service Ribbon for achievement.

c. The selected Soldier/NCO receives a letter of congratulations from The Adjutant General of Kansas. A copy will be placed in the Soldier's MPRJ.

6-8. Funding. Funding requirements and duty status of nominees and members of the Selection Board are determined by AGKS-CSM.

CHAPTER VII FAMILY AWARDS PROGRAM

7-1. Purpose. The volunteer awards program is designed to demonstrate appreciation and recognition to Kansas Army National Guard volunteers, families and friends for significant achievement and service to the Kansas National Guard Family Program.

7-2. Applicability. Any person having served a period of time in support of the Kansas Family Program and benefiting the morale, cohesion and esprit de corps of the service members and/or families of the Kansas National Guard (KSNG).

7-3. Awards.

a. The Adjutant General's Pioneer Award. This award is given to any family or service member that has displayed a commitment, not only to the unit but also to the morale and cohesion of the families within the unit and requires a minimum of 100 service volunteer hours. Nominations will state specific benefits the unit or its families have received as a result of the actions of the service member or family member. The Pioneer Award is presented by The Adjutant General whenever possible.

b. The Adjutant General's Community Service Award. This award is given to any KSNG service member or family that has portrayed an outstanding image of the KSNG within their community by participating in joint community/unit activities. This award also requires a minimum of 100 service volunteer hours. A representative may present the community service certificate from the Adjutant General's Department.

c. Sunflower Award. Presented to a family or service member that has contributed significantly to an activity or a group of activities that have generated an environment that has elevated the quality of life within a MSC. The MSC Commander or his/her representative may approve this award. This award requires a minimum of 71 hours of volunteer service within the MSC.

d. Prairie Award. Presented to a family or service member that has contributed to the success of the unit's Family Readiness. This award requires a minimum of 40 hours of volunteer service to the unit. Any unit commander may approve this award.

e. Letters of Appreciation. Letters of appreciation, commendation and thank you letters are sent to family members that have contributed to the success of a specific activity or initiative. These letters are initiated at any level.

f. Certificates of Special Recognition. These certificates are given for recognition to family and unit members that have contributed to the success of a specific activity or initiative. These certificates are initiated at any level.

7-4. Presentation. Family awards recognize the families within the unit who contribute to the morale and cohesion of the unit.

a. Whenever possible, present the award in a formation or meeting. Stress recognition of efforts and the prestige and value associated with receiving the award.

- b. Emphasize the significance placed on them by the KSNG leadership.

7-5. Administrative Procedures.

- a. Nominations for the Adjutant General's Pioneer Award and the Adjutant General's Service Award are forwarded through channels to AGKS-HRO, ATTN: Kansas Family Program.

- b. Nominations will be submitted in memorandum format.

- c. AGKS-HRO-FP will provide the certificate for the Sunflower, Prairie Awards, and Certificates of Special Recognition.

CHAPTER VIII

Retirement Awards and Certificates

8-1. Purpose. This chapter establishes Kansas Army National Guard policy regarding retirement awards and certificates.

8-2. Applicability. All Kansas Army National Guard Soldiers whose service is characterized as honorable and who retire eligible for retirement pay at age 60 are entitled to recognition for their service to the Nation and to the State.

8-3. Responsibility. MSCs are responsible for initiating all retirement awards and certificates in a timely and efficient manner. No Kansas Army National Guard Retiree will retire without proper recognition. The dignified treatment of Kansas National Guardsmen in honoring their service and sacrifice is critical not only for the individual Soldier, but for the Kansas Army National Guard as well. Commanders must personally monitor this process as part of their overall strength improvement program.

8-4. Awards and Certificates.

- a. Retirement awards such as a Legion of Merit or Meritorious Service Medal.
- b. Certificate of Retirement (DD Form 363A).
- c. Presidential Certificate of Appreciation (DD Form 2542).
- d. Presidential Letter of Appreciation for retirees with 30 years of service.
- e. Governor's Letter of Appreciation (All).
- f. Retirement Flag.
- g. Spouse Certificate (DD Form 5332 and DD Form 5332-1).
- h. Retirement Ceremony.

8-5. Presentation. Retirement awards significantly recognize long and faithful service.

a. Awards and certificates will be presented during a mandatory retirement ceremony at which the Soldier and his family are publicly recognized with a formal presentation. These ceremonies are a Brigade level function and must be coordinated through the KSNG Command Group and/or Command Sergeant Major.

b. Commanders or their designated representative must present and must emphasize the significance placed on the retiring Soldier's service and their family's sacrifice by the Kansas Army National Guard Leadership.

8-6. Administrative Procedures.

a. Retirement Awards will be recommended and processed so that the award is available for presentation at the Retirement Ceremony. Legion of Merit awards are approved by the Commander, 5th U.S. Army. Due to extended processing time the DA Form 638 with associated documents for a Legion of Merit will be submitted through Joint Forces Headquarters, G-1, NLT 90 days prior to desired presentation date. Meritorious Service Medals are processed within the Kansas Army National Guard and should be submitted to the Joint Force Headquarters 30 days prior to the desired presentation date.

b. Administrative procedures for Retirement Certificates, Presidential Certificates, and Spouse Certificates are outlined in AR 635-5. DD Form 2542, Presidential Certificate of Appreciation is issued to Soldiers who meet the criteria of para 7-2, AR 635-5 and transfer to the Retired Reserve. Those who have served 30 years of creditable service for retired pay purposes qualify for a retirement letter from the President. DOD Instruction 1348.34, Sep 13, 1989 prescribes authority and procedure for acquiring the Presidential Letter of Appreciation.

c. The Governor's Letter of Appreciation is presented to those Soldiers who complete 20 years of qualifying service for retirement pay eligibility at age 60. Letters are requested through AGKS-DCSPER and are presented at the Retirement Ceremony following presentation of the Presidential Certificate and/or Letter.

d. Retirement Flags are issued to Soldiers who complete 20 qualifying years of service for retirement pay eligibility at age 60. The flag is presented to the Soldier at the Retirement Ceremony following the presentation of the Governor's Letter of Appreciation. The flags are procured through USP&FO for Kansas. Units must request the flag through ULLS to SARSS1, USP&FO warehouse.

CHAPTER IX

Distribution of Awards Documents

9-1. Purpose. This chapter establishes Kansas Army National Guard policy regarding documents related to the distribution of awards orders and certificates. Not only is it important to recognize the accomplishments of Soldiers, it is equally important to make appropriate distribution and archive of awards documents to assure permanent records are kept for historical purposes. Awards documents must be recorded in PERMS, the OPMF and published in the *Plains Guardian*.

9-2. Responsibility. Commanders and personnel officers at all levels are responsible to assure documents relating to awards such as the DA Form 638 and permanent orders are distributed and filed in personnel records.

9-3. Distribution of Awards Orders and Certificates. The following distribution of awards and certificates will be made by the commander publishing an order.

- a. 1 – Individual Soldier indicated.
- b. 1 – Permanent record at the headquarters.
- c. 1 – Each higher headquarters.
- d. 1 – AGKS-PAO (*Plains Guardian*).
- e. 1 – AGKS-DCSPER-SIB.

9-4. Awards from other organizations. Many awards are given during the time a unit is mobilization and on active duty. Commanders, while mobilized will maintain a file of awards certificates and orders. When the unit is demobilized the Commander will assure copies of awards documents are distributed IAW Para 9-3 above. Copies of retirement awards such as the Distinguished Service Medal from FORSCOM and the Legion of Merit from 5th U.S. Army will be made and distribution accomplished IAW Para 9-3 above.

9-5. Posthumous awards. If awards are given posthumously to families, Casualty Assistance Officers will make copies of all awards, orders, or certificates prior to the presentation. These documents will be sent to AGKS-DCSPER-E in the most expeditious manner possible for placement in the deceased Soldiers permanent record before it is closed out and sent to the National Personnel Records Center.

FEDERAL AWARDS

RANK: _____ NAME: _____ SSN: _____

UNIT: _____ DATE: _____

The following award or appurtenance is awarded:

<u>TYPE AWARD</u> (Enter only one award per form). Abbreviation (AR 600-8-104)	<u>LSDB Data</u> (NGR 25-10)	<u>PERIOD COVERED</u> (YYMMDD - YYMMDD)
Army Reserve Components Achievement Medal (AR-COMP-ACHVMT-MDL) () First Award () Oak Leaf Cluster	CASAWDAQ	_____
National Defense Service Medal (NTL-DEF-SVC-MDL) () First Award () Service Star	CASAWDND	_____
Global War On Terrorism Service Medal	CASAWDTS	_____
Korean Defense Service Medal		
Armed Forces Reserve Medal (ARMED-FCS-RES-MDL) () M Device (Contingency Operation) () 1st 10 Yr Period - Bronze () 2nd 10 Yr Period- Silver () 3rd 10 Yr Period - Gold	CASAWDAM	_____
Humanitarian Service Medal (HUM-SVC-MDL) () First Award () Bronze Service Star	CASAWDHS	_____
NCO Professional Development Ribbon (NCO-PROF-DEV-RBN) () Primary () Basic () Advance () Senior	CASAWDNP	_____
Army Service Ribbon (ARMY-SVC-RBN)	CASAWDSR	_____
Army Reserve Components Overseas Training Ribbon (ARCOTR) () First Award () Numeral Country _____	CASAWDOT	_____
Kuwait Liberation Medal: () Saudi Arabia (KU-LIB-MDL-SA) () Kuwait (KU-LIB-MDL-K)	FORNAWKL FORNAWKU	_____

2. I certify that the soldier has qualified for the award. If the award is for long service, the soldier has completed the required years of service. If the award is for accomplishment, the soldier has met all requirements specified by statute.

3. I certified that the soldier is not currently under suspension of favorable personnel actions.

Signature of Awarding Official

Printed or Typed Name of Awarding Official

Rank/Title

STATE AWARDS

RANK: _____ NAME: _____ SSN: _____

UNIT: _____ DATE: _____

The following award or appurtenance is awarded:

<u>TYPE AWARD</u> (Enter only one award per form)	<u>LSDB Data</u> (NGP 25-10)	<u>PERIOD COVERED</u> (YYMMDD - YYMMDD)
Kansas National Guard State Emergency Duty Service Ribbon (KEDR) () 2nd – 4th Award Sunflower Device () Each 5yr subsequent 5 yrs of Qualifying Svc Award Sunflower Device	KNGEMDYR	_____
Kansas State Counter-Drug Service Ribbon (KSCDSR) () 2nd – 4th Award Sunflower Device () Each 5yr subsequent 5 yrs of Qualifying Svc Award Sunflower Device	KSSTCDSR	_____
Kansas Service Medal (KNGSM) () Class I 5 Yr. Ribbon () Medal Set () Class II 10 Yr. Ribbon () Class III 20 Yr. Ribbon () Class IV 30 Yr. Ribbon () Class V 40 Yr. Ribbon	KNGSVCM	_____
Kansas Army National Guard Strength Management Ribbon () 2nd –4th Award Bronze Oak leaf Device () 5th –9th Award Silver Oak Leaf Device	KNGSMRB	_____
Kansas National Guard Homeland Defense Service Ribbon () Bronze OLC 2nd – 4th award	KSNFHDSR	_____

2. I certify that the soldier has qualified for the award. If the award is for long service, the soldier has completed the required years of service. If the award is for accomplishment, the soldier has met all requirements specified by statute.

3. I certified that the soldier is not currently under suspension of favorable personnel actions.

Signature of Awarding Official

Printed or Typed Name of Awarding Official

Rank/Title

FORWARD ORIGINAL KSARNG FORM 639 PLUS TWO COPIES TO AGKS-DCSPER-SIB FOR PROCESSING.

KSARNG Form 639 (1 March 2005)

Kansas National Guard State Awards and Decorations



Kansas Medal of Excellence



Kansas Distinguished
Service Medal



Kansas Meritorious
Service Ribbon



Kansas Commendation
Ribbon



Kansas Strength
Management Ribbon



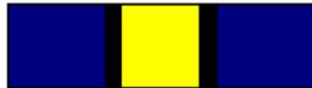
Kansas Achievement
Ribbon



Kansas Emergency Duty
Service Ribbon



Kansas Homeland
Defense Service Ribbon



Kansas Counter-Drug
Ribbon



Kansas National Guard
Service Medal

The above display represents the correct order of precedence for ribbons most likely to be worn today on the Military uniform. Devices worn on these ribbons must be worn in a specific manner and are used to denote additional awards or participation in a specific event. For additional information about the proper order of display, placement of devices or about ribbons not shown, reference Kansas Air National Guard Instruction 900-4 (KANGI900-4) or Kansas Army National Guard Standing Operating Procedure 600-8-22 (KSARNG SOP 600-8-22).