



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
2722 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KANSAS 66611-1287

NGKS-AAG

8 July 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ATAG Policy Letter #28, Kansas Army National Guard Retirement Award Submission Process

1. References.

a. Army Regulation (AR) 600-8-22, Military Awards, 25 June 2015.

b. Memorandum, ARNG-HRH, SUBJECT: Submission Procedures for Title 32 Awards in Recognition of Service, Achievement, and Retirement (ARNG-HRH Policy Memo #12-007).

2. This policy provides guidance on timely submission of retirement awards. It requires Commanders to consider retirement awards for all Soldiers, submit letters of lateness for late awards and to specify what measures will be put in place to prevent such late submissions in the future. This policy includes Soldiers medically retired who do not meet 20 years of service, but who are otherwise eligible for recognition for their tenure in the Kansas Army National Guard (KSARNG).

3. "To be fully effective, an award must be timely. Undue delay in submitting a recommendation may preclude its consideration. It is highly desirable that a recommendation be placed in military channels and acted upon as quickly as possible" (AR 600-8-22, para 1-14 a). In order to submit timely retirement awards, it is the responsibility of the command to track the careers of unit Soldiers who are eligible for traditional or medical retirements. The command team, with the assistance of the unit G/S1, must review and track the Soldier's approved retirement date. Retention Control Point (RCP) for AGR enlisted Soldiers or Mandatory Removal Date (MRD) for officers do not necessarily indicate an accurate retirement date. Additionally, units must ensure award presentation dates are accurately reflected on the DA Form 638, Recommendation for Award.

4. To facilitate the timely submission of awards, commands must utilize the "Personnel Discharge Checklist" (Enclosure 1). The Medical and Retirement sections have annotations for retirement award submission tracking to the state. In order to allow timely processing of awards, the Meritorious Service Medal (MSM) must be submitted to State G1 Awards Section NLT 90 days prior to the requested presentation date, and the Legion of Merit (LOM) or higher must be submitted NLT 120 days prior to the requested

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presentation date. These requests must be ready for processing, not in draft form. These timelines allow for the required suitability screening prior to approval.

5. In the case that award submissions do not meet this timeline, a letter of lateness (Enclosure 2) must be signed by someone within the unit's chain of command with command authority. Letters of lateness must include the circumstances that caused the late submission and the steps taken to preclude repeated occurrence. Additionally, commands must identify those Soldiers that they choose not to submit for retirement awards through their MSCs to the ATAG and Land Component CSM. This identification will be done on the AGO Kan Form 602-13 by either the battalion or brigade level authority.

6. The point of contact for this memorandum is SFC Justin Hankins, Enlisted Personnel NCOIC, COMM phone: 785-274-1069 or email justin.l.hankins2.mil@mail.mil.



ROBERT E. WINDHAM
Brigadier General, KSARNG
Commanding

2 Encls
as

DISTRIBUTION:
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PERSONNEL DISCHARGE CHECKLIST - JUNE 2016 EDITION

Last Name _____ First Name _____ EFFECTIVE DATE OF DISCHARGE: _____

ACCEPT WO/OFF COMMISSION APPOINTMENT

AGO 602-13 _____ NGB 337 _____ DA 71 _____ Order
 PAR: format 500 / RE2 / WB - KSARNG or EB -Active or EC-Reserve / 6-35b (4)

ANOTHER COMPONENT/CONDITIONAL RELEASE

AGO 602-13 _____ Signed state approved DA 368 _____ DD form 4/1 and 4/2
 PAR: format 500 / RE1/ WB - KSARNG or EB -Active or EC-Reserve / 6-35b (3)

ETS

AGO 602-13 _____ RPAM _____ DA 705 _____ PQR
 PAR: format 500 completed ESMO/ RE 1 or 3/ ER / W / NGR 600-200 6-35a
 PAR: format 510 remaining ESMO / IRR/ RE 1 or 3/ CG 3x5 or CE 6x2 or ED remaining IRR time / R / NGR 600-200 6-35n

HARDSHIP / PREGNANCY / DEPENDENCY

AGO 602-13 _____ RPAM _____ PQR _____ Detail letter from Soldier
 Recommendation from Cmd _____ Support Docs/ Medical Docs / Proof of hardship
 If Applicable Pregarancy checklist figure
 PAR: format 500 / RE3/ HA / NGR 600-200 6-35c(1)

ING

AGO 602-13 _____ Req memo from Soldier w/eff date _____ Approval memo from Cmd
 ING counseling checklist Fig 2-3 NGR 614-1
 PAR: format 465

IST

AGO 602-13 _____ RPAM _____ NGB 22-5R all dates must match _____ PQR
 PAR: format 465 /NGR 600-200 4-14

MEDICAL

AGO 602-13 _____ RPAM _____ PQR _____ Medical forms/Order/Memo/Election
 If applicable Promotion PAR _____ Over 15yrs Eligibility of Ret memo _____ **If applicable Ret Award submitted to State**
 *note Severance pay is not a Ret
 PAR: format 500 / RE3/Severance pay or NDR >15yrs Service / MG/ W/ NGR 600-200 6-35i(8)
 PAR: format 510 / RE3/ Permanent - CF/7 or Temporary - TD/ 8 /or < 15yrs NDR - MG/ V/NGR 600-200 6-35i(8)

MISCONDUCT

AGO 602-13 _____ RPAM _____ PQR _____ JAG Docs
 PAR: format 500 / RE3/ MM /W/ NGR 600-200 6-35j(1)
 PAR: format 510 <20yrs service/ RE3/ Retired Reserve/ MM/ V/NGR 600-200 6-36w

RETIREMENT / QRB

AGO 602-13 _____ RPAM _____ PQR _____ Req w/eff date from Soldier (Reg Ret)
 If applicable QRB memo _____ If applicable Promotion Par _____ If applicable Reduction PAR
 20yrs Eligibility of Ret _____ **Ret Award submitted to State** _____ *note Service Oblig SFC > 36 months provide Counsel Statement
 PAR: format 510 <20yrs service/ RE3/ Retired Reserve/ CC or SC /V/NGR 600-200 6-36o or 6-36r

UNSAT PARTICIPANT

AGO 602-13 _____ RPAM _____ PQR _____ Certified Unsat Part ltrs
 Certified ltr of Intent to Sep w/ tracking # on doc _____ w/ tracking # on doc
 *note all reductions should be completed prior to submitting discharge
 PAR: format 500 completed ESMO/ RE3/ CW/ W/NGR 600-200 6-35j
 PAR: format 510 yrs service/ RE3/ IRR/ CW/ R/NGR 600-200 6-35j

EXTRA INFORMATION

*AR 600-8-19/AR 135-91/NGR 600-200/NGR 614-1

*THIS IS NOT AN EXHAUSTED DISCHARGE CHECKLIST, MAYBE THE MOST COMMONLY USED ONES AND THEY MAY VARY WITHIN EACH SUBJECT.



UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR (insert approval authority for award)

SUBJECT: Recommendation for Award – Rank/Name

1. Reference attached DA Form 638, Recommendation for Award, pertaining to ____.
2. Rank/Name Legion of Merit submission was processed late due to _____. Steps taken to preclude late award submissions in the future are _____.
3. Request favorable consideration of this award with a presentation date of _____.
4. POC for this action is Rank/Name/Title/Phone/Email.

APPROPRIATE
Signature
Block