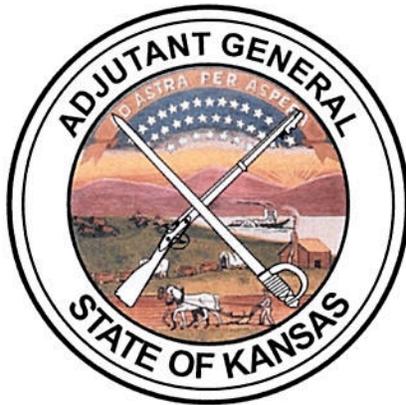


**Kansas Army National Guard Regulation 600-8-22  
Kansas Air National Guard Instruction 900-4**

**Personnel – General**

**Kansas National Guard  
Awards, Decorations, and Honors Program**

23 August 2011



The Adjutant General's Department  
Joint Forces Headquarters  
2800 SW Topeka Blvd  
Topeka, Kansas 66611-1287

**UNCLASSIFIED**

---

*Supersedes all previous KSARNG SOP 600-8-22 and KSANGI 900-4 guidance*

**Summary.** This Regulation/Instruction establishes policies, procedures and responsibilities for requesting military awards, ribbons, appurtenances, certificates, military/unit coins and other recognition devices for honoring achievement and service to the Kansas National Guard.

**Applicability.** This Regulation/Instruction applies to all Kansas National Guard units and activities.

**Supplementation and Interim Changes.** Supplementation and Interim Changes of this Regulation/Instruction is prohibited without prior approval from The Adjutant General and/or their designated representative.

**Suggested Improvements.** Users of this Regulation/Instruction are invited to send comments and suggested improvements to: (ARMY) The Adjutant General's Department, ATTN: AGKS-DCSPER, 2800 SW Topeka Blvd, Topeka, Kansas 66611-1298 or (AIR) JFHQKS-Air, 2800 SW Topeka Blvd, Topeka, Kansas 66611-1298.

**Distribution.** To be made in accordance to prescribed state regulations and is intended for use by agencies of the Kansas National Guard.

BY ORDER OF THE ADJUTANT GENERAL:



LEE E. TAFANELLI  
MG (KS), KSNG  
The Adjutant General

**TABLE OF CONTENTS**

**CHAPTER 1: GENERAL INFORMATION **Para****

References.....	1.1
Purpose.....	1.2
Policy.....	1.3
Presentation.....	1.4
Distribution.....	1.5
Order of Precedence.....	1.6

**CHAPTER 2: KANSAS NATIONAL GUARD AWARDS AND DECORATIONS **Para****

Kansas Medal of Excellence.....	2.1
Kansas Distinguished Service Medal.....	2.2
Kansas Patriot Medal.....	2.3
Kansas Meritorious Service Ribbon.....	2.4
Kansas Commendation Ribbon.....	2.5
Kansas Strength Management Ribbon (Army).....	2.6
Kansas Achievement Ribbon.....	2.7
Kansas Outstanding Airman of the Year Ribbon.....	2.8
Kansas Emergency Duty Service Ribbon.....	2.9
Kansas Homeland Defense Service Ribbon (Army).....	2.10
Kansas Counter-Drug Service Ribbon.....	2.11
Kansas Air National Guard First Sergeant Ribbon.....	2.12
Kansas Air National Guard Recruiting and Retention Ribbon.....	2.13
Kansas National Guard Service Medal.....	2.14
The Adjutant General’s Staff Identification Badge.....	2.15
The Adjutant General’s Ceremonial Platoon Badge.....	2.16
Kansas Air National Guard Unit Career Advisor Badge.....	2.17
Kansas National Guard Awards Authorized Abbreviations.....	2.18
Kansas ANG Recruiter of the Quarter Award.....	2.19
Corrections to KSARNG Forms 638 and 639.....	2.20
Revocation of KSARNG Forms 638 and 639.....	2.21

**CHAPTER 3: ORGANIZATIONAL MEDALLIONS (ARMY) **Para****

Purpose.....	3.1
Scope.....	3.2
Applicability.....	3.3
Commander’s Coins.....	3.4

**CHAPTER 4: THE GOVERNOR’S TWENTY AWARD **Para****

Purpose.....	4.1
--------------	-----

Eligibility Criteria .....	4.2
Wear.....	4.3

**CHAPTER 5: KANSAS NATIONAL GUARD  
YOUNG HERO AWARD (ARMY) Para**

Purpose .....	5.1
Objectives .....	5.2
Eligibility Criteria.....	5.3
Nomination Procedures.....	5.4
Responsibilities .....	5.5
Award .....	5.6
Presentation Procedures.....	5.7

**CHAPTER 6: NATIONAL GUARD ASSOCIATIONS (KS & US),  
EMPLOYER SUPPORT OF THE GUARD & RESERVE, AND FAMILY  
PROGRAMS AWARDS Para**

National Guard Association Kansas .....	6.1
National Guard Association United States.....	6.2
Employer Support of the Guard and Reserve.....	6.3
Family Programs.....	6.4

**CHAPTER 7: RETIREMENT AWARDS AND CERTIFICATES Para**

Purpose .....	7.1
Applicability .....	7.2
Responsibility.....	7.3
Awards and Certificates.....	7.4
Presentation.....	7.5
Administrative Procedures .....	7.6

**CHAPTER 8: DISTRIBUTION OF AWARD DOCUMENTS (ARMY) Para**

Purpose .....	8.1
Responsibility.....	8.2
Distribution.....	8.3
Awards From Other Organizations.....	8.4
Posthumous Awards.....	8.5

**APPENDIX:**

APPENDIX A, Letters of Recommendation, State Awards

APPENDIX B, Young Hero Award Recommendation

APPENDIX C, Federal Awards (KSARNG Form 638) (Army Only)

APPENDIX D, State Awards (KSARNG Form 639) (Army Only)

APPENDIX E, Request Replacement of Kansas Medals and Ribbons (Form)

APPENDIX F, KSANG State Decoration Application (Air Only)

APPENDIX G, Certificate of Retirement for Soldier (Army Only)

APPENDIX H, Request for Presidential Retirement Certificate of Appreciation (Army Only)

APPENDIX I, Request for Presidential Letter of Appreciation (Army Only)

APPENDIX J, Request for Governor's Letter of Appreciation

APPENDIX K, National Flag Request (Army Only)

APPENDIX L, Kansas National Guard Awards and Decorations - Order of Precedence

**LISTS OF CHANGES: (Added and Changed Items)**

## **CHAPTER 1: GENERAL INFORMATION**

### **1.1 References:**

AFI 36-2803, The Air Force Awards and Decorations Program, 15 Jun 2001  
AFI 36-2805, AF Special Trophies and Awards, 29 Jun 2001  
ANGI 36-2802, ANG Special Trophies and Awards, 15 Dec 1995  
AR 600-8-22, 11 Dec 2006

**1.2 Purpose.** This Regulation/Instruction is provided to give supplemental guidance to the above references and set policies and procedures for the presentation of Kansas National Guard Awards and Decorations to active members of the Kansas National Guard or personnel who provided exceptional support to the Kansas National Guard. The awards, decorations, letters of commendation and appreciation/service recognition certificates prescribed herein are for recognition of non-combat service or achievements and, when properly utilized, are incentives for distinguished service, meritorious service, and acts of heroism. State awards and decorations are issued to recognize the unique service given to the State of Kansas and the United States.

**1.3 Policy.** 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.

1.3.1 To be fully effective, each recommendation for a state award or decoration must be prepared and submitted within 90 days after the act, achievement, or service performed and determined to be justified.

1.3.2 State awards/decorations will be presented only to those eligible members whose entire service during the time of the distinguished act, achievement or service has been honorable.

1.3.3 In the event an individual who has distinguished himself/herself dies before the granting of an award to which entitled, a posthumous award will be made to the next of kin.

1.3.4 State awards and decorations will in no way preclude the use of authorized federal awards and decorations. The intent of state awards and decorations is to recognize distinguished meritorious service and achievements of members who have the unique dual service and responsibility to their state and nation.

1.3.5 Final approving authority for Kansas National Guard State awards' nomination packages must be processed through the Chain of Command of the person being recommended for decoration. At a minimum the following signatures are required:

<b>Table 1.3.5</b>		
<b>Kansas National Guard Awards and Decorations:</b>	<b>Approval/Disapproval Authority:</b>	<b>Endorsement(s)</b>
Kansas Medal of Excellence	TAG	O6 Commander
Kansas Distinguished Service Medal	TAG	O6 Commander
Kansas Patriot Medal	TAG	O6 Commander
Kansas Meritorious Service Ribbon	TAG/Wing	O6 Commander
Kansas Commendation Ribbon	Wing/O6 Commander	O5 Cmdr/Sq CC
Kansas Strength Management Ribbon (Army)	O6 Commander	Company CO
Kansas Achievement Ribbon	Wing/O5 Commander	O5 Cmdr/Sq CC
Kansas Outstanding Airman of the Year Ribbon	State CCM Board	Wing CC
Kansas Emergency Duty Service Ribbon	Wing/O5 Commander	Sq CC
Kansas Homeland Defense Service Ribbon (Army)	Unit Commander	
Kansas Counter-Drug Service Ribbon	CD Coordinator	CD NCOIC
Kansas Air National Guard First Sergeant Ribbon	State CCM	Wing CC
Kansas Recruiting and Retention Ribbon (Air)	State RRS	Wing ROS
Kansas National Guard Service Medal	Unit MSF	Grp CC
Adjutant General's Staff Identification Badge	TAG	CoS – Army DOSA - Air
Adjutant General's Ceremonial Platoon Badge of Honor	TAG	CoS – Army DOSA - Air
KSANG Unit Career Advisor Badge	State RRS	ROM
KSANG Distinguished Service Award (plaque)	Unit/FSS	N/A
KSANG Meritorious Service Certificate	Unit/FSS	N/A

**1.4 Presentation.** The presentation of state awards and decorations will be made in an appropriate ceremony during annual training periods, unit training periods or other suitable occasions at the earliest opportunity. Maximum effort will be made to arrange for photographs and public news releases. The Adjutant General or designated representative will present these awards.

**1.5 Distribution:** Each state award and decoration will be recorded on the individual's personnel record. Approving authority must ensure the proper documentation is forwarded for inclusion in the member's permanent records. Two copies are supplied to State Headquarters.

**1.6 Order of Precedence:** Proper placement of ribbons is found in AR 600-8-22 and/or AFI 36-2903. State ribbons will be worn after all Federal United States ribbons/medals and foreign decorations. Up to three (3) awards from other states are authorized for wear after the Kansas awards. Members may wear state ribbons while serving in state status (AGR, UTA, annual/special training, etc). Do not wear state awards when in federal status (Title 10 tours of more than 90 days). See Appendix L for order of precedence of state awards and decorations.

## **CHAPTER 2: KANSAS NATIONAL GUARD AWARDS AND DECORATIONS.**

This chapter describes in detail each of the Kansas National Guards Awards and Decorations. Method of Submission will be as follows (unless variance is noted): **Army:** 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. **Air:** Letter of recommendation endorsed through command channels to JFHQ-Air for action by the Adjutant General of Kansas, who is the final approving authority. See Appendix A for format.

**2.1 Kansas Medal of Excellence.** After 1 October 1995, the Kansas Medal of Excellence with certificate/citation is awarded to any member of the Kansas National Guard, former members of the Kansas National Guard, or State employees (working for Adjutant General's Department). Under special circumstances, this award may be presented by The Adjutant General to others not listed in the previous statement. The recipient must distinguish himself/herself for clearly exceptionally meritorious service in a duty of great responsibility.

2.1.1 Subsequent Awards. A bronze oak leaf device is presented for the second and subsequent awards. A silver oak leaf device is worn in lieu of five bronze oak leaf devices.

2.1.2 Description. Ribbon design consists of (from left to right) 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.

2.1.3 KSMOE EPS. Points awarded value is 35.

**2.2 Kansas Distinguished Service Medal.** After 1 July 1979, the Kansas National Guard Distinguished Service Medal with certificate/citation is awarded to any member 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.

2.2.1 Subsequent Awards. A bronze oak leaf device is presented for the second and subsequent awards. A silver oak leaf device is worn in lieu of five bronze oak leaf devices.

2.2.2 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.

2.2.3 KSDSM EPS. Points awarded value is 30.

**2.3 Kansas Patriot Medal.** After 15 May 2009, the Kansas Patriot Medal and certificate may be presented to any state/local officials, civic leaders, or Adjutant General's Department

employee who in a position of great responsibility, distinguished themselves with outstanding and exceptional service in support of the Adjutant General's Department, Kansas National Guard and the State of Kansas.

2.3.1 Subsequent Awards. The Kansas Patriot Medal will not be awarded more than once.

2.3.2 Description. Ribbon design consists of (from left to right) ¼ inch red section, 3/16 inch white section, 9/16 inch blue section, 3/16 inch white section, and ¼ inch red section. Medallion design will consist of a 1 5/8 inch diameter silver medal depicting a raised relief of the Kansas Capitol Bldg surrounded by laurel leaves.

2.3.3 KSPM EPS. Not Applicable.

**2.4 Kansas 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 and 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:

2.4.1 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.

2.4.2 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. Traditional Guard members may be presented the award if they personally influence at least ten (10) enlistments/reenlistments in a fiscal year and full-time members would be expected to exceed twenty (20) personnel in a fiscal year. Recruiters exceeding assigned objectives for any six consecutive months should be considered for this award.

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

2.4.4 Description. Ribbon design consists 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.

2.4.5 Method of Submission. **Army:** A letter of recommendation submitted through the chain of command to The Adjutant General of Kansas for approval. **Air:** Letter of recommendation endorsed by unit commander for action by the wing commander who is the approving authority. See Appendix A for format.

2.4.6 KSMSR EPS. Points awarded value is 25.

**2.5 Kansas Commendation Ribbon.** After 1 March 1997, the Kansas National Guard Commendation Ribbon with certificate/citation may be presented to any member of the Kansas National Guard, 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. Furthermore the performance must merit recognition of the individuals for achievement, valor, or service rendered which are of the lesser degree than required for award of the Kansas National Guard Meritorious Service Ribbon.

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

2.5.2 Description. Ribbon design consists of (from left to right) 1/16 inch white sections, 13/32 inch royal blue section, 1/16 inch white section, 1/8 inch royal blue sections, 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.

2.5.3 Method of Submission. **Army:** Award is made by filling in the locally produced award certificate and KSARNG Form 639 (Appendix D) with appropriate approval authority. **Air:** Letter of recommendation endorsed by unit commander for action by the wing commander who is the approving authority. See Appendix A for format.

2.5.4 KSCR EPS. Points awarded value is 20.

**2.6 Kansas Strength Management Ribbon (Army).** After 1 January 2002 the Kansas Strength Management Ribbon (KSSMRB) with certificate/citation may be presented to any member of the Kansas Army National Guard who significantly impacts strength in their units. 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. (2) Recruiting and Retention NCOs are eligible based on efforts that are above and beyond their normal expected duties.

2.6.1 Subsequent Awards. A bronze oak leaf device is presented for the second and subsequent awards. A silver oak leaf device is worn in lieu of five bronze oak leaf devices.

2.6.2 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.

2.6.3 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.

2.6.4 KSSMR EPS. Points awarded value is 20.

**2.7 Kansas Achievement Ribbon.** After 1 March 1997, the Kansas Achievement Ribbon with certificate/citation may be presented to any member of the Kansas National Guard who distinguishes himself/herself by meritorious service or achievement of a lesser degree than required for award of the Kansas National Guard Commendation Ribbon.

2.7.1 Subsequent Awards. A bronze oak leaf device is presented for the second and subsequent awards. A silver oak leaf device is worn in lieu of five bronze oak leaf devices.

2.7.2 Description. Ribbon design consists 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.

2.7.3 Method of Submission. **Army:** Units will request electronically by submitting the KSARNG Form 639 (Appendix D) and a brief narrative on the Award Certificate to Lieutenant Colonel Commander level. **Air:** Letter of recommendation endorsed by unit commander for action by the wing commander who is the approving authority. See Appendix A for format.

2.7.4 KSAR EPS. Points awarded value is 15.

**2.8 Kansas Outstanding Airman of the Year Ribbon (Air).** After 1 July 1978, IAW the ANG Outstanding Airman Program (refs: ANGI 36-2802, KSANGI Supplement 1 to ANGI36-2802, and AFI36-2805), this decoration is awarded annually within the three ANG categories: Senior Noncommissioned Officer (E7-E9), Noncommissioned Officer (E5-E6) and Airman (E1-E4).

2.8.1 Subsequent Awards. A gold sunflower device is presented for the second and subsequent award of the Outstanding Airman.

2.8.2 Description. Ribbon design consists of a 3/8 inch green sections, 1/8 inch white section, 3/8 inch black section, 1/8 inch white sections and a 3/8 inch blue section. There is no medallion for this award.

2.8.3 Method of Submission. One nomination per category per unit will be submitted IAW NGB/A1P message guidance and above referenced guides (para 2.8) to the State Command Chief Master Sergeant. If nomination for the NGAKS Outstanding Army/Air Guardsman Award is not among one of the three categories, a separate nomination package must be submitted. A board will be held to choose one package from each category for the KSANG Airmen of the Year Award and for the NGAKS Outstanding Air Guardsman Award. The selected package from each category for OAY of Kansas will be forwarded to NGB/A1P for national competition within the Air National Guard. The selected package for the NGAKS Outstanding Air Guardsman Award will be forwarded to the TAG for NGAUS Awards no later than 1 February.

2.8.4. Nominations for the NGAKS award will be submitted through the State Command Chief to the NGAUS Awards Monitor no later than 10 days prior to the NGAKS conference dates.

2.8.5 Presentation. Wing Commander or his/her designated representative shall present this award during appropriate commander's call. State Award Order will be generated. NGAKS will hold a presentation during the Annual NGAKS conference for the recipient of the NGAKS Outstanding Air Guardsman Award.

**2.9 Kansas Emergency Duty Service Ribbon.** The Kansas Emergency Duty Service Ribbon may be presented, at the discretion of The Adjutant General, to members of the Kansas Army or Air 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 air and relief of Kansas in disaster. Confirmation for eligibility will be determined by State active duty payroll.

2.9.1 Subsequent Awards. A bronze sunflower device is presented for the second and subsequent awards. A silver sunflower is worn in lieu of five bronze sunflowers. A gold sunflower device is worn in lieu of two silver sunflower devices.

2.9.2 Commanders may authorize award of Kansas Emergency Duty Service Ribbon to AGR personnel by a certifying letter through AGKS-HRO to the unit FSS/DCSPER.

2.9.3 Description. Ribbon design consists of (from left to right) a 3/8 inch royal blue sections, 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.

2.9.4 Method of Submission. **Army:** The award is automatic, based on supporting State orders published for that emergency duty period. The award is announced using KSARNG Form 639 and appropriate certificate. The publishing authority is responsible for submitting required copies of these documents to AGKS-DCSPER-PISB for posting of the award. **Air:** This award, as well as the subsequent awards, is sent from the unit FSS to the individual's squadron/flight commander based on valid State of Kansas payrolls and supporting state orders published for that emergency duty period. Required copies of these documents will also be furnished to the unit FSS for posting of the award to individual's personnel record.

2.9.5 KSEDSR EPS. Not Applicable.

**2.10 Kansas Homeland Defense Service Ribbon (KSHDSR).** After 11 September 2001, the Kansas Homeland Defense Service Ribbon with certificate/citation may be awarded to any member of the Kansas National Guard participating in direct support of formal Homeland Security and Homeland Defense activities. Such service must have been for a minimum of thirty days in duration, performed honorably and faithfully, and occurred between 11 September 2001 and an ending date to be determined.

2.10.1 Personnel placed on official orders (Title 32 or Title 10) and mobilized will receive the KSHDSR with "M" Device.

2.10.2 Subsequent Awards. KSHDSR will only be awarded once to an individual. However, if a member performs duty in support of an approved operation and receives the KSHDSR, then subsequently placed on orders and mobilized to support an additional approved operation, he/she will receive the "M" device.

2.10.3 Description. From left to right dark blue/ red/white/ blue/ white/ blue/ white/ blue/ white/red/dark blue.

2.10.4 Method of Submission. The KSHDSR is announced using KSARNG Form 639 and by posting the award to a Soldiers official records.

2.10.5 KSHDSR EPS. Not Applicable.

**2.11 Kansas Counter-Drug Service Ribbon.** The Kansas Counter-Drug Service Ribbon is presented, at the discretion of The Adjutant General, to a member of the Kansas 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 prevention missions.

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

2.11.2 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.

2.11.3 Method of Submission. **Army:** The Counter-drug Coordinator has approval authority to award the KSCDSR 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-PISB. AGKS-DCSPER-PISB will forward the KSARNG Form 639 for placement in the individual's file. **Air:** Counter-drug Coordinator or unit Commander will make recommendations for this award-using letter of recommendation, endorsed through channels to JFHQKS-AIR. See Appendix A for format.

2.11.4 KSCDSR EPS. Not Applicable.

**2.12 Kansas Air National Guard First Sergeant Ribbon (Air).** The Kansas Air National Guard First Sergeant Ribbon is established for meritorious service of members in the First Sergeant career field, Special Duty Identifier 8F000.

2.12.1 Criteria. Member must be/have been assigned to a First Sergeant Unit manning position for at least three years (Acting First Sergeants are not eligible) and must have attended the USAF or ANG First Sergeant Academy. Award is not automatic upon completion of the 3-year assignment. The commander must recommend the individual based upon important

contributions, conduct, and demonstrated leadership qualities as a First Sergeant. Wing Command Chief Master Sergeant endorsement is also required.

2.12.2 Description. The ribbon shall consist of a plain blue field with a centered vertical silver diamond device.

**2.13 Kansas Air National Guard Recruiting & Retention Ribbon (Air).** This award is created for outstanding accomplishments in the realm of recruiting and retention.

2.13.1 Criteria. The Kansas Air National Guard Recruiting and Retention Ribbon may be awarded to:

2.13.1.1 All members of the Kansas Air National Guard who refer at least three individuals that enlists or are appointed into the Kansas Air National Guard, has volunteered to assist Recruiting and/or Retention for at least five events (career fairs, school visits, etc), or completed a two week or more tour assisting the Recruiters/Retention Office Manager.

2.13.1.2 All Kansas Air National Guard members who are assigned a Recruiter Identification Code are eligible to be awarded this decoration. Recruiters must recruit twenty-five people in order to be awarded the ribbon. All previous enlistment's and appointments are acceptable for this award.

2.13.1.3 If an individual becomes a recruiter, all previous devices for referrals will not be worn; however they may still wear the basic ribbon. Recruiters who are awarded the KSANG Recruiting Ribbon for recruiting will not be eligible for the award of the ribbon or devices for referrals after leaving recruiting.

2.13.1.4 Unit Career Advisors (UCA) are eligible for this award under the following conditions. A UCA who has had a 90% retention rate or 95% reenlistment rate for the entire FY, has been in that role for three years but has not met the fore mentioned criteria, has successfully assisted in "Saving" three individuals from ETS/leaving, or is selected as the Unit Career Advisor for the State of Kansas.

2.13.1.5 Retention Office Managers who have achieved set rates in minimizing losses or maximizing retention and reenlistment rates during the FY.

2.13.2 Subsequent Awards.

2.13.2.1 Non-recruiting Personnel. A bronze oak leaf device will be presented for the second and subsequent awards. A silver oak leaf device may be worn in lieu of five bronze oak leaf devices.

2.13.2.2 Recruiting Personnel. The following will be used for determining award qualifications for recruiters. When bronze numerals are awarded, all previous devices will be removed. The bronze devices (depicting increments for every 25) can be worn for subsequent awards after the numeral (depicting increments for every 100). Example: #1 for 100, #2 for 200, #3 for 300, etc.

2.13.3 Description. Ribbon design consists of (from left to right) 1/8 inch blue, 3/32 inch of gold, 3/32 inch of blue, 1/32 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 will be no medallion for this award.

2.13.4 Method of Submission.

2.13.4.1 Non-Recruiting Personnel: The Recruiting Office Supervisor through Director of Personnel will submit letter of recommendation for this award. Letter will include the name, rank, and date of enlistment or appointment of each recruits. Recommendations will be forwarded to State Headquarters, ATTN: HQ KSANG/RRS. Awards will be announced in orders published by State Headquarters.

2.13.4.2 Recruiting Personnel: Recruiting and Retention Programs Manager will submit recruiters semi-annually for this award. Awards will be announced in orders published by State Headquarters.

**2.14 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.

2.14.1 Criteria. Service medals and sunflower devices are authorized for issue to those officers and enlisted personnel of the Kansas National Guard for more than five (5) years service. These decorations are authorized for five classes and will be issued as follows:

2.14.1.1 Class I – Five years service, individual will be issued a service medal and ribbon.

2.14.1.2 Class II – Ten years service, individual will be issued ribbon with a Sunflower device.

2.14.1.3 Class III – Twenty years service, individual will be issued a second Sunflower device.

2.14.1.4 Class IV – Thirty years service, individual will be issued a third Sunflower device.

2.14.1.5 Class V – Forty years service, individual will be issued a fourth Sunflower device.

2.14.2 Service Time. Service will be computed by adding the years of service in the Kansas Army/Air National Guard in an active status (Inactive National Guard service is not creditable) and/or years of service in an active duty status with the U.S. Army and/or U.S. Air Force if the individual entered such status from the Kansas National Guard and was not separated from the Kansas National Guard during such active duty status.

2.14.3 Description. Ribbon design consists of (from left to right) 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.

2.14.4 Method of Submission. **Army:** 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. Awards authority will forward copy of approved KSARNG Form 639 to AGKS-DCSPER-PISB. AGKS-DCSPER-PISB will forward for placement in the Soldier's file. **Air:** A JFHQ Form 900-4, initiated by unit, is used to verify member's service eligibility. Once member's squadron commander signs the form, the unit will forward the form to AGKS/AIR. AGKS/AIR will issue a certificate of award with the TAG's signature. This certificate and appropriate award medal set will be sent to unit for posting to the individual's personnel records and awarding of the medal.

2.14.5 KSNGSM EPS. Not Applicable.

**2.15 The Adjutant General's Staff Identification Badge (TAGSIB).** 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.

2.15.1 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 (Special Staff, Primary Staff, Branch Chiefs). Eligibility for authorization and wearing of the Adjutant General's Staff Identification Badge as a permanent part of the uniform is as follows.

2.15.1.1 An officer who is currently assigned to The Adjutant General's Staff and detailed to General Staff with Troops (GSWT) or an officer who was formerly assigned to The Adjutant General's Staff and detailed to "GSWT", to include retired personnel, are authorized the award. The officer must be assigned to the position for at least one year.

2.15.1.2 CSMs, SGMs, and State Command Chief Master Sergeant on the General Staff or JFHQ, serving in the position for one year, as endorsed by Chief of Staff/Director of Staff-Air and approved by TAG are authorized the award.

2.15.2 Announcement. Authority to wear the badge will be announced on orders issued by The Adjutant General of Kansas. 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. Awarding of the badge will be recorded on individual's Officer/Enlisted Record Brief (ORB/ERB).

2.15.3 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. **Male Personnel:** 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, B, ASU" and Service Dress uniforms.

**Female Personnel:** Badge will be centered on the right side of the coat opposite the third button on Class “A, B, ASU” and Service Dress uniforms. **Note:** Replacement costs for lost or damaged badges and/or additional badges will be made at the individual's expense.

**2.16 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 word “CEREMONIAL” on top and “PLATOON” on the bottom. A wreath opened at the top encompasses the badge.

2.16.1 Criteria. 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. For permanent issue of the badge a member is in good standing for twenty-four months and performed in at least twelve ceremonies over that period. Retroactive issue is from 12 September 1988. Authority to wear the badge is by an award order.

2.16.2 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.

2.16.3 Wear. The badge is worn on any military uniform for the remainder of their service in the Kansas National Guard. This badge is authorized for wear only within the State of Kansas. The positioning of the badge is as follows: **Male Personnel:** The badge is centered on the left breast pocket between the bottom edges of the flap and the bottom of the pocket. **Female Personnel:** The badge is centered on the left side of the coat opposite the third button. Copy of order to be forwarded to AGKS-DCSPER-PISB so award of badge is recorded in Soldier’s file.

### **2.17 Kansas Air National Guard Unit Career Advisor (UCA) Badge.**

2.17.1 Criteria. Individual must be an appointed/fully trained Unit Career Advisor. Letter of appointment with the commander’s signature and certification of training must be on file with the Retention Office Manager (ROM). Individual will only be authorized wear of badge while assigned the additional duty of UCA. Wear of the badge is authorized for the ROM of each base and optional for the Recruiting and Retention Superintendent for the state.

2.17.2 Description. The Kansas Air National Guard Unit Career Advisor Badge is a circular badge, red, white and blue in color with the Minute Man and the United States Flag in the center, with an outer circle with the words “Unit Career Advisor” in gold lettering and a gold star preceding and following the words located on top and “ANG” in gold lettering on the bottom.

2.17.3 Method of Submission. ROM must submit the UCA for award approval to the State Recruiting and Retention Superintendent. Request will include appointment letter and certificate of training. Copy of approved request will be maintained at State Headquarters and original will be forwarded to the FSS for authorization of wear of the badge.

2.17.4 Presentation. UCA badges should be presented in the presence of the UCA peers at the appropriate environment such as Squadron, Group or Wing formations.

2.17.5 Wear. Wear of the badge will be IAW AFI 39-2903. This is a state badge and will only be worn in Kansas and will not be worn during any exercises, ORIs, OREs, or inspections of any higher headquarters. Exception: The badge may be worn during annual Regional Recruiting and Retention workshops, but only within the confines of the actual workshop area.

**2.18 Awards Stock Numbers and Authorized Abbreviation.** Ribbons and medals can be ordered from Graco Awards Inc., via their website at [www.gracoind.com](http://www.gracoind.com).

<b>Table 2.18</b>	
<b>KNG Awards and Decorations (Graco Stock Number)</b>	<b>Authorized Abbreviations</b>
Kansas Medal of Excellence (#306.0537)	KSMOE
Kansas Distinguished Service Medal (#306.0117)	KSNGDSMD
Kansas Patriot Medal (# Unknown)	KSPM
Kansas Meritorious Service Ribbon (#306.0118)	KSNGMSRB
Kansas Commendation Ribbon (#306.0619)	KSNGCOMR
Kansas Strength Management Ribbon (Army) (#306.0437)	KSNGSMRB
Kansas Achievement Ribbon (#306.0620)	KSNGACHR
Kansas Outstanding Airman of the Year Ribbon (#306.10119)	KSOAYR
Kansas Emergency Duty Service Ribbon (#306-0120)	KSNGEMDYR
Kansas Homeland Defense Service Ribbon (Army) (#306.0861)	KSNGHDSR
Kansas Counter-Drug Service Ribbon (#306.0621)	KSSTCDSR
Kansas Air National Guard First Sergeant Ribbon (#306.0723)	KSANGFSR
Kansas Recruiting and Retention Ribbon (Air) (#306.0437)	KSRR
Kansas National Guard Service Medal (#306.0121)	KSNGSVCM
<b>Authorized Badges, Devices and Attachments</b>	<b>Authorized Abbreviations</b>
Adjutant General's Staff Identification Badge	TAGSIB
Adjutant General's Ceremonial Platoon Badge of Honor	TAGCPB
Kansas Air National Guard Unit Career Advisor Badge	
With Sunflower Device	W/SFD
With Bronze Oak Leaf Cluster	W/BOLC
With Silver Oak Leaf Cluster	W/SOLC
With "V" Device for Heroism/Valor	W/"V"

\* Denotes FORM is not a pre-printed form, but is available electronically.

**2.19 Kansas ANG Recruiter of the Quarter Award.** This award recognizes and encourages the accomplishments and contributions of the Kansas Air National Guard Recruiting personnel. The Recruiter of the Quarter Award is based on enlisting at a minimum 10 individuals into the Kansas Air National Guard, including Officers per quarter. Most enlistments determine the award winner. There may only be one award winner or none in this category. As unit strength or situations occur the requirement of 10 enlistments may be adjusted. Inclusive dates are quarterly, 1 October through 30 September.

**2.20 Corrections to KSARNG Forms 638 and 639.** Corrections to KSARNG Forms 638 and 639 that have already been IPERMED will be done with an updated/correct version of the form signed by the appropriate chain of command with the additional verbiage "CORRECTED COPY. This replaces KSARNG Form 638 dated YYMMDD." If it is for the KSARNG Form 639, substitute 639 for 638. The YYMMDD that will be used is the end date of the incorrect award as that will be what had been input into IPERMS. If the incorrect version of either form has not been IPERMED, destroy the form and submit the correct version to SIDPERS for IPERMing into Service Member's file.

**2.21 Revocation of KSARNG Forms 638 and 639.** Revocations will be completed on a Memorandum for Record signed by the appropriate approval authority stating the specific award and time period covered for award being revoked. Memorandum will be submitted to SIDPERS for iperming into Service Members file.

**CHAPTER 3: ORGANIZATIONAL MEDALLIONS (ARMY ONLY)**

**3-1. 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.

**3-2. 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.

**3-3. 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.

**3-4. 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 Command Sergeant Major's rank insignia.

**CHAPTER 4: THE GOVERNOR'S TWENTY AWARD**

**4.1 Purpose.** The Governor's Twenty Tabs and Certificates will be awarded by the Adjutant General (or his representative) to the overall top twenty competitors from the rifle and pistol disciplines (combined) as qualified by the conditions set forth in this regulation. The annual Adjutant General's TAG Match will be the competition used to determine the recipients of this award and the "TAG Match" will be conducted in accordance with the published MOI. The Director of Operations (G-3) is the proponent for the award.

**4.2 Eligibility Criteria.** The Governor's Twenty Tab will be awarded to the top ten (10) rifle and the top ten (10) pistol competitors determined from the results of the annual Kansas Adjutant General's Championship Match (TAG Match) held at Great Plains Joint Training Center's training ranges in Salina, KS in accordance with KSARNG Reg 350-15. The award will be presented the first year the competitor qualifies with either rifle or pistol and will not be awarded to that competitor again. However, individuals who have previously received the award will be included in determining the top ten of Rifle and Pistol.

**4.3 Wear.** The Governor's Twenty Tab will be awarded and authorized for wear on the ACU, centered on the pocket flap on the left sleeve pocket above the SSI (Unit patch), in the same manner as the "President Hundred" tab as outline in chapter 29-16, AR 670-1. The Governor's Twenty Tab is not authorized for wear on ABUs. The wear of the "Governor's Twenty TAB is only authorized within the state of Kansas, therefore is not authorized to wear on TDY's or deployments in excess of thirty days.

## **CHAPTER 5: KANSAS NATIONAL GUARD YOUNG HERO AWARD (ARMY)**

**5.1 Purpose.** 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.

**5.2 Objectives.** To reward young Kansans for their accomplishments and project a positive image of the Kansas National Guard.

**5.3 Eligibility Criteria.** Citizens 19 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:

5.3.1 **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 or a nine year old leading other family members to safety from a burning house.

5.3.2 **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, working with young children who have a similar illness, providing a role model, while undergoing surgery or chemotherapy for cancer.

**5.4 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: Army Chief of Staff. The Army Chief of Staff will route each request through the Land Component Commander for concurrence. The final decision to approve/disapprove rests with The Adjutant General. The Army Chief of Staff shall expeditiously notify the submitting unit of the final decision. Note: Example of Kansas National Guard Young Hero Award Recommendation (Appendix B).

### **5.5 Responsibilities:**

5.5.1 **Unit:** Will screen the nomination to insure it meets requirements and submit on prescribed memorandum format.

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

5.5.1.2 Inform the Army Chief of Staff 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.

5.5.1.3 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.

5.5.1.4 Coordinate and implement the award presentation, following the prescribed guidance.

5.5.2 **Army Chief of Staff.** Administer program for The Adjutant General and maintain a status and record of each award.

5.5.2.1 Receive and forward all requests to the Assistant Adjutant General for concurrence, then submit completed packets to the Adjutant General for approval. Upon approval, prepare presentation packages and send to unit.

5.5.2.2 Order medals and frames through the USP&FO, complete DA Form 3953 for engraving.

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

5.5.3 **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.

5.5.4 **USP&FO** will obtain medals, frames and engraving as required and **AGKS-DCSIM** will provide presentation certificate as required.

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

5.7 **Presentation Procedure.** Presentation shall be the responsibility of the recommending unit.

5.7.1 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, and place of worship, assembly, hospital room or outdoor setting.

5.7.2 The unit commander will present the award. At least four members of the Kansas National Guard will be in attendance. 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.

5.7.3 National Guard members will wear the Class A/Service uniform. The State and National Colors will be present as appropriate; use of honor guards is encouraged whenever possible, but is not mandatory.

5.7.4 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.

**CHAPTER 6: NATIONAL GUARD ASSOCIATION (KS & US), EMPLOYER SUPPORT OF THE GUARD & RESERVE (ESGR), AND FAMILY PROGRAMS AWARDS**

**6.1 The National Guard Association of Kansas (NGAKS)** awards are designed to recognize individuals who, by superior performance, acts of heroism, or service of a meritorious nature, make a contribution to the goals of the Association to the purpose and effectiveness of the National Guard or to the stability and security of the United States. Information pertaining to specific awards can be found on the following website: <http://ngaks.org>. If possible, all presentations of this award are made during the annual business sessions or during the annual banquet.

**6.2 The National Guard Association United States (NGAUS)** awards are designed to recognize individuals and organizations that, by superior performance, acts of heroism or service of a meritorious nature, make a contribution to the goals of the Association, to the purpose and effectiveness of the National Guard or to the stability and security of the United States. Information pertaining to specific awards can be found on the following website: <http://www.ngaus.org>. Nominations for NGAUS Individual Awards and Air National Guard Unit Awards must be submitted in accordance with appropriate National Guard Bureau regulations. The deadline for the receipt of nominations for NGAUS Awards will be announced on NGAUS website. Nominations should be addressed to the attention of the Director of Communications, One Massachusetts Avenue, N.W., Washington, D.C. 20001. Awards are presented during the Association's annual General Conference to afford maximum national visibility to award recipients by their peers.

**6.3 Employer Support of the Guard and Reserve (ESGR).** ESGR has developed a sequential and progressive employer awards program that provides increasing levels of recognition based on civilian employer support of National Guard and Reserve members. Information pertaining to specific awards can be found on the following website: <http://www.esgr.mil>.

**6.4 Family Programs** awards are designed to demonstrate appreciation and recognition to Kansas National Guard volunteers, families and friends for significant achievement and service to the Kansas National Guard Family Program. Any person having served a period of time in support of the Kansas Family Program and benefiting morale, cohesion and esprit de corps of the service members and/or families of the Kansas National Guard are eligible for recognition. Information pertaining to specific awards is sent out through distribution to Commanders, Family Readiness Group leaders, and Family Readiness Program Managers. Additional information can be obtained from the Family Programs Office and/or Joint Services Support website: <http://www.jointservicesupport.org>.

## **CHAPTER 7: RETIREMENT AWARDS AND CERTIFICATES**

**7.1 Purpose.** Sets Kansas National Guard policy regarding retirement awards and certificates.

**7.2 Applicability.** All Kansas National Guard members 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.

**7.3 Responsibility.** MSCs and Wings are responsible for initiating all retirement awards and certificates in a timely and efficient manner. No retiree will retire without proper recognition. The dignified treatment of Kansas National Guardsmen in honoring their service and sacrifice is critical for the individual member and Kansas National Guard. Commanders must personally monitor this process as part of their overall strength improvement program.

### **7.4 Awards and Certificates.**

7.4.1 Retirement awards such as a Legion of Merit or Meritorious Service Medal.

7.4.2 Certificate of Retirement and Spouse Certificate of Appreciation. See Appendix G for format (**Army only**).

7.4.3 Presidential Certificate of Appreciation and Presidential Letter of Appreciation for retirees with 30 years of service. See Appendix H and I for format (**Army only**).

7.4.4 Governor's Letter of Appreciation. See Appendix J for format (**Army only**).

7.4.5 Retirement Flag. See Appendix K for format (**Army only**).

**7.5 Presentation.** Awards and certificates will be presented during a mandatory retirement ceremony at which the member and their families are publicly recognized with a formal presentation. **Army:** These ceremonies are a Brigade level function and must be coordinated through the KSNG Command Group and/or Command Sergeant Major. Commanders or their designated representative must present the awards and must emphasize the significance placed on the retiring member's service and their family's sacrifice to the Kansas National Guard.

### **7.6. Administrative Procedures.**

7.6.1 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 Director, ARNG (Army) and Secretary for the Air Force (Air). Due to extended processing time the DA Form 638 (Army only) with associated documents for a Legion of Merit will be submitted through Joint Forces Headquarters, G-1 (Army) or JFHQ-Air (Air), NLT 90 days prior to desired presentation date. **Army:** Meritorious Service Medals are processed within the Kansas Army National Guard and should be submitted to the Joint Force Headquarters at least 30 days prior to the desired presentation date.

7.6.2 Administrative procedures for Retirement Certificates, Presidential Certificates, and Spouse Certificates are outlined in AR 635-5 and AFI 36-3209. Members 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.

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

7.6.4 Retirement Flags are issued to members who complete 20 qualifying years of service for retirement pay eligibility at age 60. **Army:** Units must request the flag through AGKS-DCSPER.

## **CHAPTER 8: DISTRIBUTION OF AWARD DOCUMENTS (ARMY)**

**8.1 Purpose.** 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 IPERMS and published in the *Plains Guardian*.

**8.2 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.

**8.3 Distribution.** The following distribution of awards and certificates will be made by the commander publishing an order. Individual Soldier, permanent record at the headquarters, each higher headquarters, AGKS-PAO (*Plains Guardian*) and AGKS-DCSPER-PISB.

**8.4 Awards from other Organizations.** Many awards are given during the time a unit is mobilized 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 12-3 above. Copies of retirement awards such as the Distinguished Service Medal from FORSCOM and the Legion of Merit from 1st U.S. Army will be made and distribution accomplished IAW Para 12-3 above.

**8.5 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 Soldier's permanent record before it is closed out and sent to the National Personnel Records Center.

**APPENDIX A**

DoD Seal

Unit Letterhead

Office Symbol

Today's Date

MEMORANDUM THRU (Chain of Command)

FOR (Appropriate approval level)

SUBJECT: Recommendation for awarding of the (whichever State Award)

1. I recommend the following Soldier/Airman for their outstanding or meritorious achievement:

RANK:

NAME:

SSN:

REASON: An example would be "Meritorious Achievement – Pre-Mobilization"

2. Achievements:

a. Be sure to include in the first achievement the period for the award, for example 5 June 2007 to 31 December 2009.

b. Be specific. For awards recognizing recruiting and retention activities, include the amount of personal time, effort, and expense involved in achieving success.

c. Include any and all outstanding or remarkable efforts relating to the period of the award. Please limit achievements to five (5), but each achievement may contain multiple sentences to form the paragraph making up that achievement. Don't forget to proofread.

3. PROPOSED CITATION:

Be precise, specific and factual. No abbreviations will be used, with the exception of rank. Avoid unnecessary and pompous language due to limited space on certificates. LIMIT REMARKS TO TEN (10) ALL CAPITALIZED LINES.

RECOMMENDER SIGNATURE BLOCK  
Immediate Commander or 1SG is appropriate

**APPENDIX B**

Date

MEMORANDUM FOR THE ADJUTANT GENERAL  
ATTN: SRAAG-KS  
2800 SW Topeka Blvd  
Topeka, KS 66611-1287

FROM: (Recommender)

SUBJECT: Kansas National Guard Young Hero Award Recommendation

1. (Unit Name) recommend (Name of Nominee) for the honor of being designated a Kansas National Hero.
2. (Name of Nominee) demonstrated (Bravery/Heroism/Courage) in the face of adversity. (He/she) (List circumstances of actions (s) that warrant the award. Include verifying data or statement from doctors, police etc.)
3. Provide a brief citation to be put on the certificate (3-4 sentences).
4. 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 \_\_\_\_\_.

Recommender's Signature Block

**APPENDIX C:**

**FEDERAL AWARDS (KSARNG Form 638, 1 March 2005)**

RANK: \_\_\_\_\_ NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
 UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

The following award or appurtenance is awarded:

TYPE AWARD (Enter only one award per form). Abbreviation (AR 600-8-104)	LSDB Data (NGR 25-10)	PERIOD COVERED (YYMMDD - YYMMDD)
National Defense Service Medal (NTL-DEF-SVC-MDL) ( ) First Award ( ) Service Star	CASAWDND	_____
Global War On Terrorism Service Medal	CASAWDTS	_____
Korean Defense Service Medal	CASAWDKM	_____
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	_____
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	_____

- 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.
- 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 638 PLUS TWO COPIES TO AGKS-DCSPER-PISB FOR PROCESSING  
 KSARNG Form 638 (1 March 2005)

**APPENDIX D:**

**STATE AWARDS (KSARNG Form 639, 1 March 2005)**

RANK: \_\_\_\_\_ NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
 UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

The following award or appurtenance is awarded:

<u>TYPE AWARD</u> (Enter only one award per form)	<b>LSDB Data</b> (NGP 25-10)	<b>PERIOD COVERED</b> (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	KNSGSVCM	_____
Kansas Army National Guard Strength Management Ribbon ( ) 2nd–4th Award Bronze Oak leaf Device ( ) 5th–9th Award Silver Oak Leaf Device	KNSGSMRB	_____
Kansas National Guard Homeland Defense Service Ribbon ( ) “M” Device	KSNFHDSR	_____
Kansas Meritorious Service Ribbon ( ) 2nd–4th Award Bronze Oak leaf Device ( ) 5th–9th Award Silver Oak Leaf Device	KNSGMSRB	_____
Kansas Commendation Ribbon ( ) 2nd–4th Award Bronze Oak leaf Device ( ) 5th–9th Award Silver Oak Leaf Device	KNSGCOMR	_____
Kansas Achievement Ribbon ( ) 2nd–4th Award Bronze Oak leaf Device ( ) 5th–9th Award Silver Oak Leaf Device	KNSGACHR	_____

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-PISB FOR PROCESSING.  
 KSARNG Form 639 (1 March 2005)

**APPENDIX E:**

**Request for Replacement of Kansas Medals and Ribbons**

MEMORANDUM FOR The Adjutant General, KS ATTN: AGKS-CMD-GRP-ARCHIVES,  
2800 SW Topeka Blvd, Topeka, KS 66611-1287

SUBJECT: Request Replacement of Kansas Medals and Ribbons

1. Request replacement of the following medals or ribbons:

<u>QUANTITY</u>	<u>MEDAL/RIBBON</u>	<u>INDIVIDUAL COST</u>	<u>TOTAL COST</u>
_____	Kansas Medal of Excellence with Ribbon	\$35.00	_____
_____	Kansas National Guard Distinguished Service Medal	\$25.00	_____
_____	Kansas National Guard Distinguished Service Ribbon (only)	.40	_____
_____	Kansas National Guard Meritorious Service Ribbon	.40	_____
_____	Kansas National Guard Commendation Ribbon	.40	_____
_____	Kansas National Guard Strength Management Ribbon	.40	_____
_____	Kansas National Guard Achievement Ribbon	.40	_____
_____	Kansas National Guard Emergency Duty Service Ribbon	.40	_____
_____	Kansas National Guard Homeland Defense Service Ribbon	.40	_____
_____	Kansas State Counter-Drug Service Ribbon	.40	_____
_____	Kansas National Guard Service Medal with Ribbon	5.00	_____
_____	Kansas National Guard Service Ribbon (only)	.40	_____
_____	Outstanding Airman/Army Guardsman Ribbon	.40	_____
_____	Sunflower Device BRONZE GOLD SILVER	.50	_____
_____	Oak Leaf Cluster BRONZE SILVER	.50	_____
_____	"M" Device "V" Device	.50	_____

2. The undersigned certifies that the above medals, ribbons or devices are required only to replace those previously issued to member of this command and will be used only to replace those that have been lost, damaged or destroyed.
3. A check/draft payable to The Adjutant General's Department, State of Kansas, in the amount of \$ \_\_\_\_\_ is enclosed.
4. Please mail ribbons to the following address: \_\_\_\_\_  
(REQUESTOR'S ADDRESS)

1 Encl

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

### APPENDIX F Kansas Air National Guard State Decoration Application

**KANSAS AIR NATIONAL GUARD  
STATE DECORATION APPLICATION**

RANK:  NAME:  SSN:   
 UNIT:  DATE:

<p><b><u>TYPE OF AWARD</u></b> (Only one award per form)</p> <p>Kansas National Guard Service Medal (KNGSM)</p> <p><input type="checkbox"/> Class I / 5 Yr. Ribbon    <input type="checkbox"/> Class II / 10 Yr. Ribbon  <input type="checkbox"/> Class III / 20 Yr. Ribbon    <input type="checkbox"/> Class IV / 30 Yr. Ribbon  <input type="checkbox"/> Class V / 40 Yr. Ribbon</p>	<p><b><u>PERIOD COVERED</u></b> (YYMMDD-YYMMDD)</p> <p><input type="text"/></p>
--	---

I certify that the airman mentioned above has served with the Kansas National Guard for the period indicated and qualifies for such award.

\_\_\_\_\_  
Unit Commander

---



---

**JFHQS/AIR USE ONLY:**

Service Verified By: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Date Certificate Sent: \_\_\_\_\_

**APPENDIX G**



Unit Letterhead

Office Symbol

Today's Date

MEMORANDUM FOR Director of Personnel Office, Attn: JFHQ-KS/G1-E, 2800 SW Topeka Blvd, Topeka, KS 66611

SUBJECT: Certificate of Retirement

**1. We are requesting a Certificate of Retirement for the following Soldier:**

Name: Last, First MI

Rank: 3 Letter Abbreviations

Service: Kansas Army National Guard

Years of Service: ##

Retirement Date: DD Month YYYY

Home Address: Include City, State and Zip Code

2. We would also like to request the Spousal Certificate of Appreciation be presented to: Spouse's First MI. Last name

3. Point of Contact name and number.

FOR THE COMMANDER: (If applicable)

APPROPRIATE  
Signature  
Block

**APPENDIX H**



Unit Letterhead

Office Symbol

Today's Date

MEMORANDUM FOR Director of Personnel Office, Attn: JFHQ-KS/G1-E, 2800 S. Topeka Boulevard, Topeka, KS 66611

SUBJECT: Presidential Retirement Certificate of Appreciation (DD Form 2542)

1. Request Certificate of Appreciation for the following individual:

<u>NAME</u>	<u>RANK</u>	<u>DATE OF RETIREMENT</u>
SNUFFY, JOE	PVT	YYYYMMDD

2. Point of Contact name and number.

FOR THE COMMANDER: (if applicable)

APPROPRIATE  
Signature  
Block



## APPENDIX I

### Unit Letterhead

Office Symbol

Today's Date

MEMORANDUM THRU Chief Army National Guard Bureau, ATTN: NGB-ARZ-T

White House Liaison Office, OSA

Executive Secretary, Department of Defense

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

SUBJECT: Letter of Appreciation for Military Retiree

Name: First MI Last

Rank: Whole Rank (ex: Sergeant First Class)

Service: Kansas Army National Guard

Years of Service: DD Month YYYY – DD Month YYYY

Retirement Date: DD Month YYYY

Home Address: Include City, State and Zip Code

Unit Address: Unit Name, Full Address

Disposition Instruction: Mail to home or unit address.

Retiree: Former Prisoner of War: Yes or No

Medal of Honor recipient: Yes or No

Point of contact: Include ALL contact information (email, phone, mailing if different from unit).

FOR THE COMMANDER: (If applicable)

APPROPRIATE  
Signature  
Block

## APPENDIX J

### Unit Letterhead



Office Symbol

Today's Date

MEMORANDUM FOR Director of Personnel Office, Attn: JFHQ-KS/G1-E, 2800 SW Topeka Blvd, Topeka, KS 66611

SUBJECT: Governor's Letter of Appreciation

1. We are requesting a Governor's Letter of Appreciation for the following Soldier:

Name: Last, First MI  
Rank: 3 Letter Abbreviations  
Service: Kansas Army National Guard  
Years of Service: ##  
Retirement Date: DD Month YYYY  
Home Address: Include City, State and Zip Code

2. Point of Contact name and number.

FOR THE COMMANDER: (If applicable)

APPROPRIATE  
Signature  
Block

**APPENDIX K**  
Unit Letterhead



Office Symbol

Today's Date

MEMORANDUM FOR Retirement Services/RPAM, Attn: SFC Beverly Claycamp, 2800 SW Topeka Boulevard, Room 110, Topeka, KS 66611

SUBJECT: USA National Flag Request

1. Request (1) each Flag, NSN 8345-00-682-6857 for the following name individual:

<u>NAME</u>	<u>RANK</u>	<u>DATE OF RETIREMENT</u>
SNUFFY, JOE	PVT	YYYYMMDD

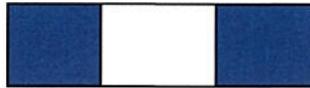
2. Point of Contact name and number.

FOR THE COMMANDER: (If applicable)

APPROPRIATE  
Signature  
Block

### APPENDIX L

#### Kansas National Guard Order of Precedence for State Awards



Kansas Medal of Excellence



Kansas Distinguished Service Medal



Kansas Patriot Medal



Kansas Meritorious Service Ribbon



Kansas Commendation Ribbon



Kansas Strength Management Ribbon (Army)



Kansas Achievement Ribbon



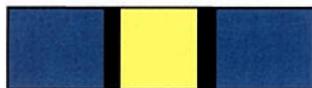
Kansas Outstanding Airman Of the Year Ribbon (Air)



Kansas Emergency Duty Service Ribbon



Kansas Homeland Defense Service Ribbon



Kansas Counter-Drug Service Ribbon



Kansas Air National Guard 1st Sergeant Ribbon



Kansas Recruiting and Retention Ribbon (Air)



Kansas National Guard Service Medal

This display represents the correct order of precedence for Kansas National Guard ribbons. Devices denote additional awards or participation in a specific event.