

GAARNG G-1 SOP

Essential Personnel Services –
Awards

Military Awards Program

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
17 January 2020

UNCLASSIFIED

SUMMARY of CHANGE

Military Awards SOP
Revision dtd 1 October 2019 –

- o Brings this SOP into compliance with new AR 600-8-22 (Military Awards) guidance to eliminate the use of DA Form 638 for state awards processing.
- o Implements interim guidance for requesting Georgia individual decorations and for announcing award orders for those Georgia individual decorations.
- o Deletes duplication of material already found within applicable Federal and Georgia awards regulations.
- o Adds the Oxford comma (throughout).
- o Adds Chapter four detailing IPP-A Workflow and PAR process steps
- o Removed SIBX Hub Process Steps

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Chapter 1 Overview

1-1. Purpose

- a. To provide clear procedural guidance on initiating, routing, and processing military awards for the Georgia Army National Guard.
- b. This SOP does not apply to contractor employees.

1-2. References

- a. Refer to AR 600-8-22 for Federal military awards guidelines, such as approval authorities or the use of DA Form 638.
- b. Refer to AR 672-20, DA Pam 672-20, and TPR 451 for Federal awards guidelines for Civilian employees, not on military orders, who are working for, or on behalf of, the state of Georgia.
- c. Refer to GaNGR 672-1 for Georgia military awards guidelines, such as approval authorities.

ATTACHMENTS:

CG delegation of authority for MSC (O-6) commanders to downgrade and disapprove awards
Format for recommendation for Georgia military decorations
Format for announcement of award of Georgia military decorations

Chapter 2 Military Awards Procedures

2-1. Guidelines and criteria

- a. States are now prohibited from using DA Form 638 for state awards, per update to AR 600-8-22, para 3-21b.
- b. Pending publication of a new Georgia regulation, the following interim guidance is implemented: Georgia individual military decorations will now be processed via memorandum of endorsement, addressed to the award approval authority. (Template location below.) This includes the Georgia Commendation Medal (GA COM), the Georgia Meritorious Service Medal (GA MSM), the Georgia Medal for Valor (GA MV), and the Oglethorpe Distinguished Service Medal (Ogle DSM).
- c. The remaining Georgia service medals and service ribbons are already processed via memoranda, signed by individual unit commanders.
- d. Commands with award approval authority for the GA COM and the GA MSM will create the award certificate as normal, and will announce the award via Georgia awards orders format. (Template location below.)
- e. Templates for all individual decorations (Federal and Georgia), examples of memoranda of endorsement, and the template for the new Georgia awards orders format, can be found on the Georgia Army National Guard GKO page. Go to the GAARNG GKO page <https://gko.portal.ng.mil/states/ga/SitePages/Home.aspx> (copy and paste this link into your web browser), and then click on ARNG > G1 > Libraries > Shared Documents > HR Services > Awards.

2-2. Submitting award requests (Federal and Georgia) for Commanding General signature and above

- a. For award recommendations for Soldiers assigned to a major subordinate command, MSCs will submit the recommendation via IPPS-A.
- b. For award recommendations for Soldiers assigned to a major subordinate command, but working at Joint Force Headquarters, all G-level and J-level staff directorates will send the award request thru the Soldier's MSC S1 for award eligibility verification and tracking purposes. MSCs will submit the request via IPPS-A.
- c. For award recommendations for Soldiers assigned to Joint Force Headquarters, all staff directorates will send award request thru the HHD JFHQ orderly room for award eligibility verification and tracking purposes. HHD JFHQ will submit the request via IPPS-A.
- d. For award recommendations for Soldiers assigned to Recruiting & Retention, R&R will submit the request via IPPS-A.

(1) The unit will create an Administrative Record Corrections PAR and route through command channels to GA HR Services Awards. Process steps for IPPS-A in in chapter four of this SOP.

(2) Intermediate levels of approval within the MSC will review the packet for accuracy, secure approval/disapproval, and forward thru IPPS-A.

e. Required supporting documentation:

- (1) Award recommendation (DA 638 for Federal awards, memorandum for Georgia awards).
- (2) For retirements only: a current NGB 23B and Record Brief.
- (3) Any additional documents, as appropriate (e.g. approved waiver request per AR 600-8-22).

DESCRIPTION:	MSM REQUEST FOR RETIREMENT, MSC NAME
WORKFLOW TYPE:	GA HR SERVICES AWARDS
EXAMPLE:	RETIREMENT MSM, 648TH MEB
SUSPENSE DATE:	IF DESIRED, ADD THE SUSPENSE DATE IN THE DESCRIPTION FIELD

g. All incomplete or incorrectly-completed recommendations will be returned for corrections via IPPS-A and G-1/HSB Awards will notify the MSC S-1.

h. Once the award is approved by the G1, the MSC S-1 will be notified via email and IPPS-A that the award(s) is ready for pick-up. The State Awards NCOIC will upload the approved and completed award into the SM's personnel record.

2-3. Processing timelines

a. All awards (Federal and Georgia) requiring signature from the Commanding General or above must be received at the G-1/HSB Awards section prior to the desired date of presentation in accordance with the following timelines, in order to be processed and sent back to the MSC in time for presentation.

(1) CG signature: 45 days prior to presentation date

(2) TAG signature: 60 days prior to presentation date

(3) NGB/HRC signature: 120 days prior to presentation date

b. MSCs should consider the use of interim awards, approved at MSC level, if request is not submitted on time.

Chapter 3

Ordering State Awards, Certificates, and Ribbons

3-1. Requesting awards supplies

a. Submit all requests for state awards supplies in IPPS-A, using the award order request form (see below). MSCs will roll up requests and enter as a single item in IPPS-A.

b. The award order request form can be found on the Georgia Army National Guard GKO page. Go to the GAARNG GKO page <https://gko.portal.ng.mil/states/ga/SitePages/Home.aspx> (copy and paste this link into your web browser), and then click on ARNG > G1 > Libraries > Shared Documents > HR Services > Awards.

Note: All Federal awards supplies will be ordered through unit Supply NCOs through unit publication accounts.

Chapter 4

IPPSA Process Steps

4-1. Workflow Save as Preference Steps

Every HR Professional must save a copy of the G-1 workflows prior to initiating MISC Admin Correction (ADMINCRCTN) action from the HR Personnel Action tile. The following steps details how to save the workflows:

- a. From the HR Professional Homepage type “workflow save as” in the global search engine.
- b. Select “Workflow Save As Preference”.
- c. Select “Shared Templates”
- d. Type “john.a.marple” in the created by field and click search.
- e. Select the any operator ID options.
- f. Select the details next to each description box. This will open up on another tab.
- g. Select Import Template. Select Ok. Close the tab.
- h. Repeat steps f and g for each template until you have all workflow template saved.

4-2. Creating an Administrative Record Corrections PAR

Every HR Professional must save a copy of the G-1 workflows prior to initiating MISC Admin Correction (ADMINCRCTN) action from the HR Personnel Action tile. The following steps details how to create a MISC ADMINCRCTN PAR:

- a. From the HR Professional Homepage type “HR Personnel Action Requests” in the global search engine.
- b. Select the HR Personnel Action Request Tile.
- c. Click the search option on the EMPLID and select the Search Criteria to search for the Soldier the intended action is for.
- d. From the Category Field select the ‘MISC’ option.
- e. From the PAR Type Field select “ADMINCRCTN” and click “Create New PAR”
- f. You must type in the required information in the description field applicable to the PAR Action outlined within the SOP.
- g. Effective date will be the date the PAR is being submitted.
- h. Supporting documents are mandatory and must be one PDF document. Exceptions are made for DA 4187s.
- i. Click save. And Submit.
- j. The MSC S1 will insert the appropriate workflow template that have been saved from para 4-1 as the approver, and route it to G-1 for processing. This action can be completed by clicking on the pending icon on the opened PAR.
- k. G-1 will download the packet to review for processing. Approved packets will be placed in service members IPERMS, and a copy of the approved packet will be returned as approved to the PAR requestor. G-1 will also complete the appropriate IPPS-A action request for the Soldier. Disapproved packets will be returned without action.

Appendix A References

Section I Publications

AR 600-8-22

Military Awards, dated 5 March 2019

AR 672-20

Incentive Awards, dated 1 April 2014

DA Pam 672-20

Incentive Awards Handbook, dated 1 July 1993

TPR 451

Performance Management: Awards

GA NGR 672-1

Decorations, Awards, and Honors, Individual and Unit Awards, dated 8 January 2015

NGB-ARH Policy Memorandum #11-048

Revised Policy for Individual Retroactive Combat Award Recommendations

PPOM #12-007

Submission Procedures for Title 32 Awards in Recognition for Service-Achievement-Retirement

Section II Forms

DA Form 638

Recommendation for Award

NGB 23B

Retirement Points History Statement

SRB

Soldier Record Brief (formerly the Officer Record Brief and the Enlisted Record Brief, combined under IPPS-A)

APPENDIX B

Suggested Award Citations

RETIREMENT (MSM / GA MSM)

Exceptionally meritorious service throughout his career. Master Sergeant Joseph Snuffy has distinguished himself by exceptional duty performance in positions of increasing importance and responsibility, culminating as the senior enlisted advisor to the United States Property & Fiscal Officer for Georgia. He demonstrated extraordinary leadership in both wartime and peacetime. Master Sergeant Snuffy's career has been marked by true professionalism and dedication, and reflects great credit upon himself, the Georgia Army National Guard, and the United States Army [MSM] / state of Georgia [GA MSM].

RETIREMENT (ARCOM / GA COM)

Meritorious service throughout his career. Sergeant First Class Aisha Snuffy has distinguished herself by exceptional duty performance in positions of increasing importance and responsibility, culminating as a team leader in the Counter-Drug Task Force. She demonstrated extraordinary leadership in both wartime and peacetime. Sergeant First Class Snuffy's career has been marked by true professionalism and dedication, and reflects great credit upon herself, the Georgia Army National Guard, and the United States Army [ARCOM] / state of Georgia [GA COM].

PCS/SERVICE (MSM / GA MSM)

Exceptionally meritorious service while assigned as the Deputy Commander for the 648th Maneuver Enhancement Brigade. Lieutenant Colonel Jane Snuffy's leadership, expertise, and professionalism directly enhanced the combat readiness and mission accomplishment of the 648th Maneuver Enhancement Brigade. Lieutenant Colonel Snuffy's actions reflect great credit upon herself, the 648th Maneuver Enhancement Brigade, the Georgia Army National Guard, and the United States Army [MSM] / state of Georgia [GA MSM].

PCS/SERVICE (ARCOM / GA COM)

Meritorious service while serving as the Senior Human Resources Sergeant for the 201st Regional Support Group. Staff Sergeant Bob Snuffy's dedication to duty, immeasurable contributions, and unequalled commitment to excellence substantially enhanced the unit's success. Staff Sergeant Snuffy's actions reflect great credit upon himself, the 201st Regional Support Group, the Georgia Army National Guard, and the United States Army [ARCOM] / state of Georgia [GA COM].

PCS/SERVICE (AAM / GA COM)

Commendable service while serving as Supply Sergeant for the Company C, 148th Brigade Support Battalion. Staff Sergeant Miranda Snuffy's dedication to duty, immeasurable contributions, and unequalled commitment to excellence substantially enhanced the unit's success. Staff Sergeant Snuffy's actions reflect great credit upon herself, the 48th Infantry Brigade Combat Team, the Georgia Army National Guard, and the United States Army [AAM] / state of Georgia [GA COM].

ACHIEVEMENT (ARCOM / GA COM)

Commendable achievement while serving as an electronic warfare specialist for 202d Explosive Ordnance Disposal during Exercise Warrior Forge. Sergeant Kiva Snuffy's professionalism and performance greatly impacted the success of the battalion. Sergeant Snuffy's commitment to excellence and dedication to duty are in keeping with the finest traditions of military service, and reflect great credit upon herself, the 265th Chemical Battalion, the Georgia Army National Guard, and the United States Army [ARCOM] / state of Georgia [GA COM].

ACHIEVEMENT (AAM / GA COM)

Commendable achievement as the Headquarters 78th Troop Command's acting Senior Human Resources Sergeant during Exercise Vigilant Guard. Staff Sergeant Cedric Snuffy's professionalism and performance greatly impacted the success of the organization. Staff Sergeant Snuffy's commitment to excellence and dedication to duty are in keeping with the finest traditions of military service, and reflect great upon himself, the 78th Troop Command, the Georgia Army National Guard, and the United States Army [AAM] / state of Georgia [GA COM].

SPOUSE Award (GA COM)

Exceptional support to Sergeant Banks throughout his career. Your outstanding dedication and commitment to your husband and the State of Georgia during his career clearly demonstrates your support for our mission, vision, and values. Your loyalty and patriotism have contributed immeasurably to the overall mission accomplishment and success of the Georgia Army National Guard, and the state of Georgia.

Glossary

Section I Abbreviations

AMHRR

Army Military Human Resource Record

SOP

standard operating procedure (formerly standing operating procedure, changed by JP 3-31 and JP 1-02)

Section II Terms

G1

Deputy Chief of Staff, Personnel; the senior military personnel officer at division and above.

G-1

The office and staff of the G1.

HR automated systems

Computer programs and websites utilized by HR professionals to manage or update personnel records. These include, but are not limited to: SIDPERS (soon to be replaced by IPPS-A), iPERMS, GIMS, and RCAS.

HR work center

Typically the battalion/squadron S-1 shop, this is the primary location for accomplishing human resources activities, such as input to HR automated systems and AMHRR management. It is the lowest organizational level containing human resources specialist duty positions (other than SRC-12 units).

IPPS-A

IPPS-A is a Web-based HR system that provides integrated personnel and pay capabilities and a comprehensive HR record for all Soldiers in each Component. Once IPPS-A is fully deployed, the system will enable HR transactions to automatically trigger Soldier pay. In addition, Soldiers will have CAC access to their own personal information 24 hours a day via the IPPS-A Self-Service Web Portal.

SRC-12

A standard requirements code 12 unit, a reference to an Army unit type whose established mission is entirely HR-focused and whose personnel requirements are managed by the AG proponent, such as HR companies and postal platoons.

SIBx

Web-based reporting tool that provides view-only AMHRR data access through a user friendly graphical interface. Provides integrated, web-based software solutions and support services that enhance maintaining mobilization, safety, personnel and force authorization requirements.

Unit

The lowest level of military organization authorized a unit identification code (UIC), such as a company, troop, battery, flight, or detachment.