



## NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON VA 22202-3231

ARNG-HRH

8 JUN 2011

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, US Virgin Islands, Guam, and the District of Columbia

SUBJECT: Revision of Approval Authority for Peace Time Awards - Distinguished Service Medal (DSM), Legion of Merit (LM), and Soldier's Medal (SM) (ARNG-HRH Policy Memorandum # 11-032)

### 1. References.

a. AR 600-8-22, Military Awards, 11 Dec 06 (DSM - paragraph 3-9, LM - paragraph 3-11, SM - paragraph 3-13).

b. Memorandum U.S. Army Human Resources Command Awards and Decorations Branch, Subject: Request for Relief of Awards for First Army of Title 32 Army National Guard ARNG Soldiers-Action Memorandum dated 25 June 2011.

c. Memorandum NGB-ARH Subject: Clarification of Approval Authority for Peace Time Awards - Distinguished Service Medal (DSM), Legion of Merit (LM), and Soldier's Medal (SM) (NGB-ARH Policy Memorandum # P09-041) dated 8 September 2009.

2. Background. The Army National Guard, higher level peace time awards (i.e. DSM, LM, and SM) are processed through each State or Territory's respective higher headquarters for final determination based on the Soldier's job function. This memorandum defines the point of submission and final approval authority.

3. Approval Authority. The table - Approval authority for ARNG Headquarters submitting peace time awards (DSM - LM - SM), identifies the appropriate higher headquarters and final approval authority, which Army National Guard State Headquarters will submit recommendations of peace time awards for the DSM, LM, or SM. All CONUS States, Puerto Rico, and Virgin Islands will submit award recommendations to Army National Guard Bureau, ARNG-HRH-A, ATTN: Awards; Alaska, Hawaii and Guam will submit to U.S. Army, Pacific (USARPAC); and the District of Columbia will submit to the Administrative Assistant to the Secretary of the Army (AASA) (with the exception, the Commanding General of the District of Columbia has the authority to approve the LM for retirement only). Award recommendations for Title 10 Soldiers assigned duties as USPFO or IG will be submitted to Director, Army National Guard (DARNG), and recommendations for Title 10 Soldiers assigned to the

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Army National Guard Bureau (ARNG) will be submitted to ARNG-HRZ (See attached matrix - Annex 1).

4. **Criteria.** All requests will be submitted through command channels to the Adjutant General on DA Form 638 (Recommendation for Award). The State MILPO will review the request for award to ensure it addresses all of the specific requirements for each award as contained in AR 600-8-22.

5. **Approximate Lead Times.**

**a. ARNG-HRH-A**

(1) Title 32 awards requiring DARNG approval must arrive at ARNG-HRH-A NLT 30 days prior to presentation date (retirement/posthumous LOM for COL/06 and below).

(2) Title 32 awards requiring DA approval (DSM, SM and LOM for BG/07 and above, PCS LOM for COL/06 and below,) must arrive at ARNG-HRH-A NLT 90 days prior to presentation date.

**b. U.S. Army - Pacific (USARPAC)**

(1) Service or PCS LOM or DSM - recommendations must arrive NLT 90 days prior to the projected presentation date.

(2) Retirement LOM - recommendations must arrive NLT 45 days prior to the projected presentation date.

(3) SM - recommendations must arrive NLT 90 days prior to the projected presentation date.

**c. Administrative Assistant to the Secretary of Army (AASA)**

(1) DSM - recommendations must be submitted NLT 90 days prior to the projected presentation date.

(2) Service or PCS LOM – recommendations must be submitted NLT 45 days prior to the projected presentation date.

(3) SM - recommendations must be submitted NLT 90 days prior to the projected presentation date.

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6. This memorandum supersedes the NGB-ARH memorandum referenced in paragraph 1c and will remain in effect until superseded or rescinded.

7 The point of contact for this memorandum is SGM Bernard J. Hobbs, Chief, Awards Section, at DSN 327-0637, (703) 607-0637, or e-mail [Bernard.j.hobbbs@us.army.mil](mailto:Bernard.j.hobbbs@us.army.mil).



GILBERT S. MORALES, JR

DAC, GS-15

Acting Chief, Personnel Policy Division

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**TABLE: Approval authority for ARNG Headquarters submitting peace time awards (DSM - LM - SM)**

ORGANIZATION	INITIAL SUBMISSION	ADDRESS	POC	AWARD	FINAL APPROVAL AUTHORITY
As applies to: • 48 CONUS States • Puerto Rico • Virgin Islands	ARNG-HRH-A	National Guard Bureau ATTN:ARNG-HRH-A 111 George Mason Drive Arlington, VA 22204 email: ngbaward@ng.army.mil	SGM Bernard J Hobbs DSN 327-0627 607-0637 bernard.j.hobbs@us.army.mil (703)	DSM or LM for service	HRC-MAB *
				LM for retirement	DARNG
				SM for heroism (non-combat)	HRC-MAB *
As applies to: • Alaska • Hawaii • Guam	U.S. Army - Pacific (USARPAC)	Commander U.S. Army, Pacific ATTN: DCS, G-1 (Awards) Fort Shafter, HI 96858-5100	Mr. John Kurashige DSN 315-438-8678 (808) 438-8678 john.kurashige@us.army.mil	DSM or LM for service	HRC-MAB *
				LM for retirement	USARPAC
				SM for heroism (non-combat)	HRC-MAB *
As applies to: • District of Columbia	Administrative Assistant to the Secretary of the Army (AASA)	Office of the Administrative Assistant to the Secretary of the Army 105 Army Pentagon Washington, DC 20310-0105	Mr. Christopher A. S. Campbell DSN 867-1076 (703) 545-1076 christopher.campbell@us.army.mil	DSM or LM for service	DSM: HRC-MAB * LM: AASA
				LM for retirement	CG DCNG
				SM for heroism (non-combat)	HRC-MAB *
As applies to all 54 ARNGs • USPFO (T10 status)	NGB-ZC-PF	Chief, National Guard Bureau ATTN: NGB-ZC-PF 111 George Mason Drive Arlington, VA 22204	CW5 Ramon Olivo DSN 327-1590 (703) 607-1590 ramon.olivoasto@us.army.mil	DSM or LM for service	HRC-MAB *
				LM for retirement	DARNG
				SM for heroism (non-combat)	HRC-MAB *
As applies to all 54 ARNGs • IGs (in T10 status)	NGB-IG	Chief, National Guard Bureau ATTN: NGB-IG Suite 1D163 1636 Defense Pentagon Washington, DC 20301-1636	CW5 Dawn Filipowicz DSN 260-7392 571-2567392 dawn.filipowicz@us.army.mil	DSM or LM for service	HRC-MAB *
				LM for retirement	DARNG
				SM for heroism (non-combat)	HRC-MAB *
As applies to National Guard Bureau • Soldiers (T10 status)	ARNG-HRZ	Chief of Staff, ARNG ATTN: ARNG-CSO-A (Awards) 111 George Mason Drive Arlington, VA 22204	SFC Jose L Martinez Office of the Chief of Staff 703-607-8392 DSN 327-8392 Jose.L.Martinez6@us.army.mil	DSM or LM for service	HRC-MAB *
				LM for retirement	DARNG
				SM for heroism (non-combat)	HRC-MAB *

\* HRC-MAB is the U.S. Army Human Resources Command, Military Awards Branch