

Peacetime Awards Process: Completing and submitting Title 32 awards in recognition of service, achievement, and retirement during peacetime

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Obtain a copy of the checklist	Unit Personnel and/or Soldier obtains a copy of the checklist. The checklist is found in ARNG-HRH Policy Memorandum 12-007 (Submission Procedures for Title 32 Awards in Recognition for Service, Achievement, and Retirement).	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007			
2	Obtain and complete all documents on the checklist	<p>Unit Personnel and/or Soldier obtains and completes all documents on the checklist.</p> <p>ARNG-HRH Policy Memorandum 12-007 (Submission Procedures for Title 32 Awards in Recognition for Service, Achievement, and Retirement), lists the following required documents for the Distinguished Service Medal (DSM), the Legion of Merit (LM), and the Soldier's Medal (SM):</p> <ul style="list-style-type: none"> - DA Form 2-1 (Personnel Qualification Record) or Officer Record Brief (ORB)/Enlisted Record Brief (ERB) - DA Form 638 (Recommendation for Award) - Narrative encompassing the Soldier's major accomplishments <p>The LM and DSM also requires a Citation that highlights the Soldier's most important achievement.</p>	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007	<p>DA Form 2-1</p> <p>DA Form 638</p> <p>Enlisted Record Brief (ERB)</p> <p>Narrative</p> <p>Officer Record Brief (ORB)</p>		<p>To expedite processing, Personnel Policy Division – Special Actions Branch (ARNG-HRH-A) (Awards Section) recommends all Peacetime Award requests be submitted using the PureEdge version of DA Form 638 (Recommendation for Award). However, submissions in PDF or word documents are acceptable. All Citations and Narratives must be prepared using Arial 12 font. The use of TIF files is highly discouraged.</p>

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3	Submit Award Packet with appropriate lead time?	<p>Unit and/or Soldier determines if the Award Packet is submitted with the appropriate lead time to be considered.</p> <p>- Title 32 Awards requiring DARNG approval must be submitted to ARNG-HRH-A no later than 45 days prior to the proposed presentation date.</p> <p>- Title 32 Awards requiring DA approval (DSM, SM, and LM for O7 and above) must be submitted to ARNG-HRH-A no later than 90 days prior to the proposed presentation date.</p> <p>If the Unit and/or Soldier determines the award is not submitted with the appropriate lead time, go to step 4.</p> <p>If the Unit and/or Soldier determines the award is submitted with the appropriate lead time, go to step 5.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			
4	Obtain Letter of Lateness and/or a Congressional Referral Memorandum	Unit Personnel and/or Soldier obtains the Letter of Lateness and/or Congressional Referral Memorandum.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			
5	Submit Award Packet	Unit Personnel and/or Soldier submits the Award Packet to the recommended Soldier's State Awards Coordinator. The Award Packet must be signed by the Soldier's chain of command.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			
6	Receive and review Award Packet	State Awards Coordinator receives the Award Packet from the Unit Personnel and/or the Soldier and reviews the Award Packet for completeness.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			

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7	Complete Award Packet?	<p>State Awards Coordinator determines if the Award Packet is complete.</p> <p>If the State Awards Coordinator determines the Award Packet is incomplete, go back to step 2.</p> <p>If the State Awards Coordinator determines the Award Packet is complete, go to step 8.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			
8	Receive and review Award Packet	<p>First General Officer receives the Award Packet from the State Awards Coordinator and reviews the Award Packet for completeness.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			
9	Complete Award Packet?	<p>First General Officer determines if the Award Packet is complete.</p> <p>If the First General Officer determines the Award Packet is incomplete, go back to step 2.</p> <p>If the First General Officer determines the Award Packet is complete, go to step 10.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			
10	Sign Award Packet	<p>The Adjutant General (TAG) and the First General Officer sign the complete Award Packet.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p>			
11	Send Award Packet	<p>State Awards Coordinator sends the Award Packet signed by the TAG and the First General Officer to the appropriate Intermediate Approval Authority. Reference ARNG-HRH Policy Memorandum 12-007 (Submission Procedures for Title 32 Awards in Recognition for Service, Achievement, and Retirement), Annex 1 for the appropriate Award Packet submission flow.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
12	Location of Soldier?	<p>The location of the Soldier determines the Award Packet submission flow.</p> <p>If the Soldier is located in the 48 CONUS States, Puerto Rico, or the Virgin Islands, go to step 13.</p> <p>If the Soldier is located in Alaska, Hawaii, or Guam, go to step 34.</p> <p>If the Soldier is located in the District of Columbia, go to step 55.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			
13	Receive and review Award Packet	<p>ARNG-HRH-A Awards Section receives the Award Packet from the Unit and/or Soldier and reviews for completeness.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			<p>This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.</p>
14	Complete Award Packet?	<p>ARNG-HRH-A Awards Section determines if Award Packet is complete.</p> <p>If the ARNG-HRH-A Awards Section determines the Award Packet is incomplete, go back to step 2.</p> <p>If the ARNG-HRH-A Awards Section determines the Award Packet is complete, go to step 15.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			<p>This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.</p>
15	LM for O6 and below for service/retirement?	<p>ARNG-HRH-A Awards Section determines if the Award Packet is for a LM for O6 and below for service/retirement.</p> <p>If the ARNG-HRH-A Awards Section determines the Award Packet is a LM for O6 and below for service/retirement, go to step 16.</p> <p>If the ARNG-HRH-A Awards Section determines the Award Packet is not a LM for O6 and below for service/retirement, go to step 23.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			<p>This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.</p>

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
16	Final disposition?	<p>If ARNG-HRH-A Awards Section determines the Award Packet is a LM for O6 and below for service/retirement, the ARNG-HRH-A Awards Section has three options for final disposition for the Award Packet:</p> <ul style="list-style-type: none"> - Return Without Action (RWA) - Approve - Disapprove/Downgrade <p>If ARNG-HRH-A Awards Section's final disposition is RWA, go to step 17.</p> <p>If ARNG-HRH-A Awards Section's final disposition is approve, go to step 19.</p> <p>If ARNG-HRH-A Awards Section's final disposition is disapprove/downgrade, go to step 21.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
17	Create and send Return Without Action (RWA) Memorandum	If the ARNG-HRH-A Awards Section final disposition is RWA, the ARNG-HRH-A Awards Section creates a Return Without Action (RWA) Memorandum and sends it through the chain of command to the State Awards Coordinator, Unit Personnel, and/or Soldier via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
18	Receive Return Without Action (RWA) Memorandum	<p>State Awards Coordinator, Unit Personnel, and/or Soldier receives the Return Without Action (RWA) Memorandum from the ARNG-HRH-A Awards Section.</p> <p>Go back to step 2 to continue the process.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
19	Create Award Certificate and send with approved Award Packet	If the ARNG-HRH-A Awards Section approves the Award Packet, the ARNG-HRH-A Awards Section creates the Award Certificate and sends it with the approved Award Packet through the chain of command to the State Awards Coordinator, Unit Personnel, and/or Soldier via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
20	Receive Award Certificate and approved Award Packet	State Awards Coordinator, Unit Personnel, and/or Soldier receives the Award Certificate and the approved Award Packet from the ARNG-HRH-A Awards Section. This process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
21	Create and send Denial Memorandum/Downgraded Award Certificate	If the ARNG-HRH-A Awards Section disapproves/downgrades the Award Packet, the ARNG-HRH-A Awards Section creates a Denial Memorandum/Downgraded Award Certificate and sends it through the chain of command to the State Awards Coordinator, Unit Personnel, and/or Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
22	Receive Denial Memorandum/Downgraded Award Certificate	State Awards Coordinator, Unit Personnel, and/or Soldier receives the Denial Memorandum/Downgraded Award Certificate from the ARNG-HRH-A Awards Section. Go to step 32 to continue the process.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
23	Send Award Packet with recommendation	If ARNG-HRH-A Awards Section determines the Award Packet is not a LM for O6 and below for service/retirement, ARNG-HRH-A Awards Section sends the Award Packet with their recommendation for final disposition to the U.S. Army Human Resources Command – Military Awards Branch (HRC-MAB) via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
24	Receive and review Award Packet	HRC-MAB receives the Award Packet from the ARNG-HRH-A Awards Section and reviews the Award Packet for completeness.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
25	Final disposition?	<p>HRC-MAB has three options for final disposition for the Award Packet:</p> <ul style="list-style-type: none"> - Return Without Action (RWA) - Approve - Disapprove/Downgrade <p>If HRC-MAB's final disposition is RWA, go to step 26.</p> <p>If HRC-MAB's final disposition is approve, go to step 28.</p> <p>If HRC-MAB's final disposition is <u>disapprove/downgrade, go to step 30.</u></p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
26	Create and send Return Without Action (RWA) Memorandum	If HRC-MAB's disposition is RWA, HRC-MAB creates a Return Without Action (RWA) Memorandum and sends it through the chain of command to the ARNG-HRH-A Awards Section, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
27	Receive Return Without Action (RWA) Memorandum	<p>ARNG-HRH-A Awards Section, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Return Without Action (RWA) Memorandum from HRC-MAB.</p> <p>Go back to step 2 to continue the process.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
28	Create Award Certificate and send with approved Award Packet	If HRC-MAB approves the Award Packet, HRC-MAB creates the Award Certificate and sends it with the approved Award Packet through the chain of command to the ARNG-HRH-A Awards Section, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.

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29	Receive Award Certificate and approved Award Packet	ARNG-HRH-A Awards Section, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Award Certificate and approved Award Packet from HRC-MAB. This process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
30	Create and send Denial Memorandum/Downgraded Award Certificate	If HRC-MAB disapproves/downgrades the Award Packet, HRC-MAB creates a Denial Memorandum/Downgraded Award Certificate and sends it through the chain of command to the ARNG-HRH-A Awards Section, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
31	Receive Denial Memorandum/Downgraded Award Certificate	ARNG-HRH-A Awards Section, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Denial Memorandum/Downgraded Award Certificate from HRC-MAB.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
32	Appeal decision?	The Soldier has the option to appeal the ARNG-HRH-A Awards Section/HRC-MAB's decision to deny/downgrade the Award Packet. If the Soldier does appeal the decision, go to step 33. If the Soldier does not appeal the decision, this process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.
33	Go to Appealing Peacetime Awards Process (Complete Map)	Go to Appealing Peacetime Awards Process, complete map, for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	This step only applies to Soldiers located in the 48 CONUS States, Puerto Rico, and the Virgin Islands.

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34	Receive and review Award Packet	U.S. Army – Pacific (USARPAC) receives the Award Packet from the Unit and/or Soldier and reviews for completeness.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
35	Complete Award Packet?	USARPAC determines if the Award Packet is complete. If USARPAC determines the Award Packet is incomplete, go back to step 2. If USARPAC determines the Award Packet is complete, go to step 36.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
36	LM for retirement?	USARPAC determines if the Award Packet is for a LM for retirement. If USARPAC determines the Award Packet is for a LM for retirement, go to step 37. If USARPAC determines the Award Packet is not a LM for retirement, go to step 44.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
37	Final disposition?	USARPAC has three options for final disposition for the Award Packet: - Return Without Action (RWA) - Approve - Disapprove/Downgrade If USARPAC's final disposition is RWA, go to step 38. If USARPAC's final disposition is approve, go to step 40. If USARPAC's final disposition is disapprove/downgrade, go to step 42.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in Alaska, Hawaii, and Guam.

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38	Create and send Return Without Action (RWA) Memorandum	If USARPAC's disposition is RWA, USARPAC creates a Return Without Action (RWA) Memorandum and sends it through the chain of command to the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
39	Receive Return Without Action (RWA) Memorandum	State Awards Coordinator, Unit Personnel, and/or Soldier receives the Return Without Action (RWA) Memorandum from USARPAC. Go back to step 2 to continue the process.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
40	Create Award Certificate and send with approved Award Packet	If USARPAC approves the Award Packet, USARPAC creates the Award Certificate and sends it with the approved Award Packet through the chain of command to the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
41	Receive Award Certificate and approved Award Packet	State Awards Coordinator, Unit Personnel, and/or Soldier receives the Award Certificate with approved the Award Packet from USARPAC. This process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
42	Create and send Denial Memorandum/Downgraded Award Certificate	If USARPAC disapproves/downgrades the Award Packet, USARPAC creates a Denial Memorandum/Downgraded Award Certificate and sends it through the chain of command to the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.

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43	Receive Denial Memorandum/Downgraded Award Certificate	<p>State Awards Coordinator, Unit Personnel, and/or Soldier receives the Denial Memorandum/Downgraded Award Certificate from USARPAC.</p> <p>Go to step 53 to continue the process.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	<p>Denial Memorandum</p> <p>Downgraded Award Certificate</p>		<p>This step only applies to Soldiers located in Alaska, Hawaii, and Guam.</p>
44	Send Award Packet with recommendation	<p>If USARPAC determines the Award Packet is not a LM for retirement, USARPAC sends the Award Packet with their recommendation for final disposition to the HRC-MAB via email.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			<p>This step only applies to Soldiers located in Alaska, Hawaii, and Guam.</p>
45	Receive and review Award Packet	<p>HRC-MAB receives the Award Packet from USARPAC and reviews the Award Packet for completeness.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			<p>This step only applies to Soldiers located in Alaska, Hawaii, and Guam.</p>
46	Final disposition?	<p>HRC-MAB has three options for final disposition for the Award Packet:</p> <ul style="list-style-type: none"> - Return Without Action (RWA) - Approve - Disapprove/Downgrade <p>If HRC-MAB's final disposition is RWA, go to step 47.</p> <p>If HRC-MAB's final disposition is approve, go to step 49.</p> <p>If HRC-MAB's final disposition is disapprove/downgrade, go to step 51.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			<p>This step only applies to Soldiers located in Alaska, Hawaii, and Guam.</p>

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47	Create and send Return Without Action (RWA) Memorandum	If HRC-MAB's disposition is RWA, HRC-MAB creates a Return Without Action (RWA) Memorandum and sends it through the chain of command to USARPAC, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
48	Receive Return Without Action (RWA) Memorandum	USARPAC, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Return Without Action (RWA) Memorandum from the HRC-MAB. Go back to step 2 to continue the process.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
49	Create Award Certificate and send with approved Award Packet	If HRC-MAB approves the Award Packet, HRC-MAB creates the Award Certificate and sends it with the approved Award Packet through the chain of command to USARPAC, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
50	Receive Award Certificate and approved Award Packet	USARPAC, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Award Certificate and approved Award Packet from HRC-MAB. This process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
51	Create and send Denial Memorandum/Downgraded Award Certificate	If HRC-MAB disapproves/downgrades the Award Packet, HRC-MAB creates a Denial Memorandum/Downgraded Award Certificate and sends it through the chain of command to USARPAC, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.

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52	Receive Denial Memorandum/Downgraded Award Certificate	USARPAC, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Denial Memorandum/Downgraded Award Certificate from HRC-MAB.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
53	Appeal decision?	The Soldier has the option to appeal the USARPAC/HRC-MAB's decision to deny/downgrade the Award Packet. If the Soldier does appeal the decision, go to step 54. If the Soldier does not appeal the decision, this process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
54	Go to Appealing Peacetime Awards Process (Complete Map)	Go to Appealing Peacetime Awards Process, complete map, for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	This step only applies to Soldiers located in Alaska, Hawaii, and Guam.
55	Receive and review Award Packet	Commanding General of the District of Columbia National Guard (CG DCNG) receives the Award Packet from the Unit and/or Soldier and reviews for completeness.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the District of Columbia.
56	Complete Award Packet?	CG DCNG determines if the Award Packet is complete. If the CG DCNG determines the Award Packet is incomplete, go back to step 2. If the CG DCNG determines the Award Packet is complete, go to step 57.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the District of Columbia.

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57	LM for O6 and below for retirement?	<p>CG DCNG determines if the Award Packet is for a LM for O6 and below for retirement.</p> <p>If the CG DCNG determines the Award Packet is a LM for O6 and below for retirement, go to step 58.</p> <p>If the CG DCNG determines the Award Packet is not a LM for O6 and below for retirement, go to step 65.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers located in the District of Columbia.
58	Final disposition?	<p>If the CG DCNG determines the Award Packet is for a LM for retirement, CG DCNG has three options for final disposition for the Award Packet:</p> <ul style="list-style-type: none"> - Return Without Action (RWA) - Approve - Disapprove/Downgrade <p>If the CG DCNG's final disposition is RWA, go to step 59.</p> <p>If the CG DCNG's final disposition is approve, go to step 61.</p> <p>If the CG DCNG's final disposition is disapprove/downgrade, go to step 63.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers located in the District of Columbia.
59	Create and send Return Without Action (RWA) Memorandum	If the CG DCNG's final disposition is RWA, the CG DCNG creates a Return Without Action (RWA) Memorandum and sends it through the chain of command to the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the District of Columbia.
60	Receive Return Without Action (RWA) Memorandum	<p>State Awards Coordinator, Unit Personnel, and/or Soldier receives the Return Without Action (RWA) Memorandum from the CG DCNG.</p> <p>Go back to step 2 to continue the process.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the District of Columbia.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
61	Create Award Certificate and send with approved Award Packet	If the CG DCNG approves the Award Packet, the CG DCNG creates the Award Certificate and sends it with the approved Award Packet through the chain of command to the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the District of Columbia.
62	Receive Award Certificate and approved Award Packet	State Awards Coordinator, Unit Personnel, and/or Soldier receives the Award Certificate and the approved Award Packet from the CG DCNG. This process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the District of Columbia.
63	Create and send Denial Memorandum/Downgraded Award Certificate	If the CG DCNG disapproves/downgrades the Award Packet, the CG DCNG creates a Denial Memorandum/Downgraded Award Certificate and sends it through the chain of command to the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the District of Columbia.
64	Receive Denial Memorandum/Downgraded Award Certificate	State Awards Coordinator, Unit Personnel, and/or Soldier receives the Denial Memorandum/Downgraded Award Certificate from the CG DCNG. Go to step 75 to continue the process.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the District of Columbia.
65	Send Award Packet with recommendation	If the CG DCNG determines the Award Packet is not for a LM for service, the CG DCNG sends the Award Packet with recommendation to the Administrative Assistant to the Secretary of Army (AASA) via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the District of Columbia.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
66	Receive and review Award Packet	AASA receives the Award Packet from the CG DCNG and reviews the Award Packet for completeness.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the District of Columbia.
67	LM for O6 and below for service?	AASA determines if the Award Packet is for a LM for O6 and below for service. If the AASA determines the Award Packet is a LM for O6 and below for service, go to step 68. If the AASA determines the Award Packet is not a LM for O6 and below for service, go to step 77.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the District of Columbia.
68	Approve Award Packet?	AASA has three options for final disposition for the Award Packet: - Return Without Action (RWA) - Approve - Disapprove/Downgrade If the AASA's final disposition is RWA, go to step 68. If the AASA's final disposition is approve, go to step 70. If the AASA's final disposition is disapprove/downgrade, go to step 72.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers located in the District of Columbia.
69	Create and send Return Without Action (RWA) Memorandum	If the AASA's final disposition is RWA, the AASA creates a Return Without Action (RWA) Memorandum and sends it through the chain of command to the CG DCNG, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the District of Columbia.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
70	Receive Return Without Action (RWA) Memorandum	CG DCNG, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Return Without Action (RWA) Memorandum from the AASA. Go back to step 2 to continue the process.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the District of Columbia.
71	Create Award Certificate and send with approved Award Packet	If the AASA approves the Award Packet, the AASA creates the Award Certificate and sends it with the approved Award packet through the chain of command to the CG DCNG, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the District of Columbia.
72	Receive Award Certificate and approved Award Packet	CG DCNG, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Award Certificate and approved Award Packet from the AASA. This process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the District of Columbia.
73	Create and send Denial Memorandum/Downgraded Award Certificate	If the AASA disapproves/downgrades the Award Packet, the AASA creates a Denial Memorandum/Downgraded Award Certificate and sends it through the chain of command to the CG DCNG, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the District of Columbia.
74	Receive Denial Memorandum/Downgraded Award Certificate	CG DCNG, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Denial Memorandum/Downgraded Award Certificate from the AASA.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the District of Columbia.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
75	Appeal decision?	<p>The Soldier has the option to appeal the AASA/CG DCNG's decision to deny/downgrade the Award Packet.</p> <p>If the Soldier does appeal the decision, go to step 75.</p> <p>If the Soldier does not appeal the decision, this process ends.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers in the District of Columbia.
76	Go to Appealing Peacetime Awards Process (Complete Map)	Go to Appealing Peacetime Awards Process, complete map, for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	This step only applies to Soldiers in the District of Columbia.
77	Send Award Packet with recommendation	If the AASA determines the Award Packet is not for a LM for service, the AASA sends the Award Packet with recommendation to HRC-MAB via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers located in the District of Columbia.
78	Receive and review Award Packet	HRC-MAB receives the Award Packet from the AASA and reviews the Award Packet for completeness.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers located in the District of Columbia.
79	Final disposition?	<p>HRC-MAB has three options for final disposition for the Award Packet:</p> <ul style="list-style-type: none"> - Return Without Action (RWA) - Approve - Disapprove/Downgrade <p>If HRC-MAB's final disposition is RWA, go to step 80.</p> <p>If HRC-MAB's final disposition is approve, go to step 82.</p> <p>If HRC-MAB's final disposition is disapprove/downgrade, go to step 84.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 12-007</p> <p>ARNG-HRH Policy Memorandum 12-007, Annex 1</p>			This step only applies to Soldiers located in the District of Columbia.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
80	Create and send Return Without Action (RWA) Memorandum	If HRC-MAB's final disposition is RWA, HRC-MAB creates a Return Without Action (RWA) Memorandum and sends it through the chain of command to the AASA, the CG DCNG, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the District of Columbia.
81	Receive Return Without Action (RWA) Memorandum	AASA, CG DCNG, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Return Without Action (RWA) Memorandum from HRC-MAB. Go back to step 2 to continue the process.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Return Without Action (RWA) Memorandum		This step only applies to Soldiers located in the District of Columbia.
82	Create Award Certificate and send with approved Award Packet	If HRC-MAB approves the Award Packet, HRC-MAB creates the Award Certificate and sends it with the approved Award packet through the chain of command to the AASA, the CG DCNG, the State Awards Coordinator, the Unit Personnel, and/or Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the District of Columbia.
83	Receive Award Certificate and approved Award Packet	AASA, CG DCNG, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Award Certificate and approved Award Packet from the HRC-MAB. This process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Award Certificate		This step only applies to Soldiers located in the District of Columbia.
84	Create and send Denial Memorandum/Downgraded Award Certificate	If HRC-MAB disapproves/downgrades the Award Packet, HRC-MAB creates a Denial Memorandum/Downgraded Award Certificate and sends it through the chain of command to the AASA, the CG DCNG, the State Awards Coordinator, the Unit Personnel, and/or the Soldier via email.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the District of Columbia.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
85	Receive Denial Memorandum/Downgraded Award Certificate	AASA, CG DCNG, State Awards Coordinator, Unit Personnel, and/or Soldier receives the Denial Memorandum/Downgraded Award Certificate from HRC-MAB.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1	Denial Memorandum Downgraded Award Certificate		This step only applies to Soldiers located in the District of Columbia.
86	Appeal decision?	The Soldier has the option to appeal HRC-MAB's decision to deny/downgrade the Award Packet. If the Soldier does appeal the decision, go to step 87. If the Soldier does not appeal the decision, this process ends.	AR 600-8-22 ARNG-HRH Policy Memorandum 12-007 ARNG-HRH Policy Memorandum 12-007, Annex 1			This step only applies to Soldiers in the District of Columbia.
87	Go to Appealing Peacetime Awards Process (Complete Map)	Go to Appealing Peacetime Awards Process, complete map, for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	Go to Appealing Peacetime Awards Process for more details.	This step only applies to Soldiers in the District of Columbia.