

**BY ORDER OF THE
COMMANDER, ARIZONA AIR NATIONAL GUARD**

**ARIZONA AIR NATIONAL GUARD
INSTRUCTION GUIDE 36 – 2803**

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Personnel

**THE ARIZONA AIR NATIONAL GUARD AWARDS AND
DECORATIONS PROGRAM**



COMPLIANCE WITH THIS PUBLICAITON IS MANDATORY

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This instruction establishes the eligibility requirements and award authorities for decorations and service and unit awards. It describes how to prepare, submit, process and record various decorations and awards within the Arizona Air National Guard. Refer to AFI 36 – 2803, *The Air Force Awards and Decorations Program* for guidance in preparing federal awards. Privacy Act System of Records F900 AF MPC, *Military Decorations*, applies. Issue of supplements to this by subordinate units is prohibited unless specifically authorized by HQ AZ ANG.

Note: This instruction guide is subject to change in accordance with DEMA Awards & Decorations Directive.

SUMMARY OF CHANGES

This change incorporates interim change (IC) 2002-1, and clarifies previous instructions for consideration and submission of awards and decorations for Arizona Air National Guard members.

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Chapter 1

GENERAL INFORMATION

1.1. Purpose. This pamphlet establishes policies and procedures of the Arizona Air National Guard Awards and Decorations program, to include the following:

- 1.1.1 Indicates federal awards and decorations applicable to the Arizona Air National Guard.
- 1.1.2 Defines awards and decorations established by the State of Arizona and applicable to the Arizona Air National Guard.
- 1.1.3 Explains correct wear of awards and decorations on uniforms of the Arizona Air National Guard.
- 1.1.4 Specifies policies and administrative procedures to be used in recommending an individual or unit for an award or decoration.

1.2 References and Precedence. The following instructions are applicable to the Air National Guard to the extent respectively specified in each.

- 1.2.1 AFI 36-2803, Individual and Unit Awards and Decorations.
- 1.2.2 AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.
- 1.2.3 AFI 36-2805, Special Trophies and Awards.
- 1.2.4 ANGI 36-2802, Special Trophies and Awards
- 1.2.5 Precedence of Instructions. This instruction contains the defining guidelines for the Arizona Air National Guard awards and decorations, and for the wear of all awards on uniforms of the Arizona Air National Guard. However, in the event of conflict between this instruction and federal instructions (i.e., AFI 36-2803 or AFI 36-2903), the federal instructions which are applicable to the Air National Guard shall have precedence.

1.3 Program Objective. The objective of the Awards and Decorations Program of the Arizona Air National Guard is to provide the means for recognition of acts of valor, outstanding achievement, meritorious service, and special skills or qualifications demonstrated by members and units. This program serves to foster morale, incentive, and esprit de corps. The program objective is accomplished by presentation of appropriate awards as prompt public recognition of qualifying acts, deeds, or skills.

1.4 Basis for Award. Awards can be earned by acts of valor, outstanding achievement, meritorious service, special skills or qualification. The category of award shall be commensurate with the basis for award.

1.5 Categories of Award.

- 1.5.1 Unit Awards. Arizona Air National Guard units are eligible for unit/organizational awards as specified in AFI 36-2803, and for unit awards in Chapter 5 herein.
- 1.5.2 Individual Awards. Individual awards fall into the following categories: Decorations, achievement awards (medals and ribbons), service awards (medals and ribbons), badges, certificates, and letters; reference AFI 36-2803. Procedures to follow in submitting an Arizona Air National Guard member for an award, whether federal or state, are presented in Chapter 6 herein.

1.6 Integrity of Awards. Every award has a set of minimum qualifying requirements. In addition, to preserve their integrity, decorations and unit awards shall be approved only to recognize acts or services that are clearly outstanding by nature or magnitude.

1.7. Terms and Definitions.

1.7.1. *Awarded* means the act of approving a recommendation for decoration, achievement award, etc, and issuing appropriate orders or other official approving documentation.

1.7.2. *Presented* means the physical transfer (pinning on, handing over, delivering) of a decoration, medal or device from the Arizona Air National Guard to the person entitled to receive it.

1.7.3. *Posthumous* means that the award was approved after the death of the recipient. In such cases the word “posthumous” is added to the orders awarding the decoration and to the citation, but it is not added to the certificate accompanying the decoration. If the award was approved but not presented before the death of the recipient, it is presented posthumously, but the word “posthumous” is not added to any document.

1.7.4. *Creditable Service.* Creditable service for federal awards shall be as specified in AFI 36-2803. For purposes of Arizona service awards (Chapter 4), creditable service shall require the following:

1.7.4.1. Military membership in a unit or organization of the Arizona National Guard, either Air or Army, but not including membership in the Inactive Ready Reserves. A member ordered to active duty shall continue creditable service for Arizona purposes, except that enlistment into a Regular component of the Armed Forces will terminate Arizona National Guard creditable service.

1.7.4.2. During each anniversary year the member must accumulate a minimum of 50 retirement points for each period of Arizona National Guard service satisfying 1.7.4.1. above, but if less than a full year, such time must satisfy the “minimum points required for a partial year” as prescribed in AFM 30-130.

1.7.4.3. Creditable service for Arizona service awards need not be consecutive, and all time periods satisfying 1.7.4.1. and 1.7.4.2 above, shall be added together to reconstruct an “Arizona National Guard start date” in the same manner that “pay date” is determined for members with breaks in military service time.

Chapter 2

POLICIES AND PROCEDURES

2.1. Precedence and Wear. AFI 36-2903 describes the method of wearing decorations, awards, ribbons, badges, and devices. Note that wear of state awards is not authorized by members called to active duty in federal status and no longer under state control. The order of precedence of federal medals or ribbons shall be as follows:

2.1.1. *Federal and Foreign Awards and Decorations.* Whether earned during federal active duty or service in the reserve forces, including the National Guard of Arizona and other states. The order of precedence of federal and foreign awards shall be as indicated in AFI 36-2903, Figure 4.1.

2.1.2. *Arizona Awards.* Worn in the order of precedence shown in Appendix A.

2.1.3. Awards Earned in Service with Other States. Members may wear awards earned in prior service with guard units of other states. Wear is optional, and the member is responsible for documentation and for wearing in correct order of precedence, as follows:

2.1.3.1. Must be worn following Arizona awards, with the most recent service having next higher precedence.

2.1.3.2. If more than one award from the same state is worn, the order of precedence shall be that specified by the issuing state.

2.2. Procurement, Supply, and Inventory Objectives.

2.2.1. Requisitioning Procedure.

2.2.1.1. One initial medal set per award will be issued to a recipient. See paragraph 4.18 for subsequent awards, and replacement of awards.

2.2.1.2. Miniature medals are not issued by the Arizona Air National Guard but may be purchased at the National Guard Sales Store at Papago Park Military Reservation and the Military Clothing and Sales at Luke AFB and Davis-Monthan AFB.

2.2.2. JFHQ AZ ANG will requisition, stock and maintain the following:

2.2.2.1. Arizona Medal of Valor and Ribbon

2.2.2.2. Arizona Adjutant General's Medal and Ribbon

2.2.2.3. Arizona Distinguished Service Medal and Ribbon

2.2.2.4. Arizona Meritorious Service Medal and Ribbon

2.2.2.5. Arizona Airman of the Year Ribbon

2.2.2.6. Arizona Southwest Asia Service Support Ribbon

2.2.2.7. Arizona National Guard Community Service Ribbon

2.2.2.8. Arizona Exceptionally Long Service Medal and Ribbon

2.2.2.9. Arizona Long Service Medal and Ribbon

2.2.2.10. Arizona Service Ribbon

2.2.2.11. Arizona Reenlistment Ribbon.*

2.2.2.12. Arizona Active Duty Ribbon.*

2.2.2.13. Arizona Honor Attendance Ribbon.*

** Maintaining an inventory of these ribbons is not mandatory. However, it is encouraged in order to replace frayed or faded ribbons for issue to new members who earned them in prior Arizona National Guard service*

2.2.2.14 Standard Arizona award binders (black in color) to encase citations and certificates of award.

2.2.3. MPF will stock and maintain for issue all federal decorations and service medal sets and ribbons.

2.2.3.1. Federal decorations and service medal sets, ribbons, and related devices commonly awarded to Arizona Air National Guard members, per AFI 36-2803, paragraph 1.6.5. and Attachment 2.

2.2.3.2. Standard Air Force blue award binders for federal award citations and certificates..

2.3. Verifying Prior Awards. Arizona Air National Guard members are entitled to wear all previously earned awards whether federal, foreign, or state, per paragraph 2.1. Upon joining the Arizona Air National Guard, the initial records review will include verification of prior federal and state awards, IAW AFI 36-2803, paragraph 1.6.6. MPF/DPMP has this responsibility, and is responsible for processing inquiries about prior awards for which the records review lacks adequate documentation.

2.4. Retroactive Awards. Individuals joining the Arizona Air National Guard after a break in service may be entitled to awards created after the previous service but retroactive in application. Instructions in effect on the date the individual joins shall govern, and all retroactive awards shall satisfy requirements of instructions of the awarding service. Inquiries about retroactive awards shall be handled in the same manner as for verification of prior awards, per paragraph 2.3.

2.5. Revocation of Awards. Any award may be revoked if facts later determined would have prevented original approval of the award. An award can also be revoked if the basis for which it was awarded no longer exists (i.e., cancellation of retirement). A commander becoming aware of such instances shall report the circumstances and make recommendations through channels to JFQH – AZ ANG. Provisions of AFI 36-2803, paragraph 3.7 shall be followed.

2.6. Number of Awards a Person May Receive. The number of awards or decorations that may be earned by a member is not limited, subject to separately qualifying for and being duly awarded each. No more than one decoration will be awarded for the same act or achievement; however, award of a decoration for valor or outstanding achievement shall not preclude a separate award for meritorious service for a period of time which may overlap or include – but not be identical to – time specified for the first decoration.

2.7. Recommendation for Award. Any person having first-hand knowledge of an act, achievement, or service believed to warrant an award from the Arizona Air National Guard may make a recommendation for award. Preferred recommendations are those by the person's commander or supervisor at the time of the act, achievement, or service is performed. Recommendations for award will be submitted using procedures specified in Chapter 6.

2.8. Presentation of Awards. Timely presentation is essential to reach the full potential of the awards and decorations program. Decorations shall be presented at a proper ceremony, insuring maximum recognition for the recipient. Presentation of other awards at a formal ceremony is highly encouraged. Presentation to recipients, or if posthumously to next of kin, shall be by officer grades listed below, with the additional requirement that the presenting officer shall be no lower in grade than the individual receiving the award.

Award	To be presented by
AZ Medal of Valor	Governor or General Officer
AZ Adjutant General’s Medal	Adjutant General
AZ Distinguished Service Medal	Major or above
Meritorious Service Medal	Major or above
National Guard Ribbon	Major or above
Community Service Arizona Ribbon	Major or above
Exceptionally Long Service Medal	Major or above

2.9. Records and Control. Processing of award packages prior to final approval shall be as specified in Chapter 6. Once an award has been made official, appropriate documentation (orders, etc.) shall be submitted to the servicing MPF, ATTN: DPMP, for updating personnel records.

Chapter 3

FEDERAL DECORATIONS AND AWARDS

3.1. Award of Army Service Ribbon to Air National Guard Members.

3.1.1. All Air Guard members who served with the Army and completed an initial entry MOS-producing course are eligible to wear this ribbon. In addition, all Air Guard members are eligible if they have completed four months of Army active service and have been awarded an MOS based on civilian or other service-acquired skills.

3.1.2. Award Requirements. The Army Service Ribbon shall be awarded to any member of the Arizona Air National Guard who satisfies the requirement in subparagraph 3.2.1. above, and who has not previously been awarded the ribbon.



3.1.3. Subsequent Awards. There are no additional awards, and no devices are authorized for wear on this ribbon.



3.1.4. Precedence. The Army Service Ribbon, regardless of how awarded, follows the Air Force Training Ribbon in order of precedence (per AFI 36-2903, Figure 4.1).




Chapter 4
(Subject to change in accordance with DEMA Awards & Decoration Directive)
ARIZONA DECORATIONS, MEDALS, AND RIBBONS



4.1. Introduction. Arizona decorations, achievement and service medal/ribbons which currently may be awarded are as follows:




4.2 Requirements and Descriptions:




Award	Award Requirement	Comments	Subsequent Awards
 <p>Arizona Medal of Valor (AZ MOV)</p>	<p>The Arizona Medal of Valor may be awarded for courageous conduct at risk of life above and beyond the call of duty as a member of the Arizona National Guard. The member is not required to be in a duty status to be eligible to receive this award. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual above his/her peers and must have involved risk of life.</p> <p>This decoration may be awarded to each member who has been awarded the Congressional Medal of Honor.</p>	<p>The Arizona Medal of Valor is recommended by the Adjutant General and authorized only by the Governor.</p>	<p>Only one Arizona Medal of Valor is awarded to each person. For each succeeding act justifying the award of the Medal of Valor, a bronze oak leaf cluster is awarded.</p>
 <p>The Adjutant General's Medal (AZ AGM)</p>	<p>At the discretion of The Adjutant General to recognize individuals who have given of their time, talent and service to the National Guard of Arizona.</p>	<p>The Adjutant General's Medal is recommended and authorized by the Adjutant General.</p>	<p>Oak leaf clusters indicate second and succeeding awards in accordance with paragraph 4.3.</p>



Award	Award Requirement	Comments	Subsequent Awards
 <p data-bbox="175 810 341 924">Arizona Distinguished Service Medal (AZ DSM)</p>	<p data-bbox="386 235 883 663">The Arizona Distinguished Service Medal may be awarded to a member of the Arizona National Guard who distinguishes themselves by an act of courage that does not qualify for the Medal of Valor (an act of courage will be denoted by a “V” device), or by outstanding achievement or meritorious service rendered specifically on behalf of the Arizona National Guard. Superior performance of duty, or attainment of honors based solely on academic achievement (i.e., graduating with honor from an NCO Academy or other course of instruction) does not of itself constitute justification for award of this medal.</p>	<p data-bbox="906 235 1180 541">This decoration may be presented to the Honor/Distinguished Graduate of the Air or Army Command and General Staff College. Include a copy of the Honor/Distinguished Graduate certificate with the award package.</p> <p data-bbox="906 573 1180 842">This decoration may be awarded to other persons who may or may not be members of the Arizona National Guard, upon recommendation of the Adjutant General and with approval of the Governor.</p>	<p data-bbox="1203 235 1468 359">Oak leaf clusters indicate second and succeeding awards with paragraph 4.3.</p>
 <p data-bbox="175 1560 341 1673">Arizona Meritorious Service Medal (AZ MSM)</p>	<p data-bbox="386 928 883 1083">The Arizona Meritorious Service Medal may be awarded to a member of the Arizona National Guard for outstanding achievement or meritorious service which does not qualify for the Arizona Distinguished Service Medal.</p> <p data-bbox="386 1115 883 1270">This decoration may also be awarded to the Honor/Distinguished Graduate of a service school or academy (include a copy of the Honor/Distinguished Graduate certificate with the award package).</p>	<p data-bbox="906 928 1180 1234">The Arizona Meritorious Service Medal may be awarded to other persons who may or may not be members of the Arizona National Guard, upon recommendation of the Adjutant General and with approval of the Governor.</p>	<p data-bbox="1203 928 1458 1052">Service stars indicate second and succeeding awards with paragraph 4.3.</p>

Award	Award Requirement	Comments	Subsequent Awards
 <p>Arizona Airman of the Year Ribbon (AZ AOYR)</p>	<p>The Arizona Airman of the Year Ribbon shall be awarded to each enlisted member of the Arizona Air National Guard officially declared Airman, NCO, or Senior NCO of the Year by a flight, squadron, group, or equivalent level organization. Established 1 January 1985, this ribbon is retroactive and may be worn by any member who has officially been awarded the status of Airman of the Year in the Arizona Air National Guard, regardless of when the award(s) took place. Members entitled to this ribbon retroactively are to provide documentation to MPF/DPMP for updating the personnel records.</p>		<p>Service stars indicate second and succeeding awards in accordance with paragraph 4.3.</p>
 <p>Arizona National Guard Southwest Asia Service Support Ribbon</p>	<p>Established 1 June 1991, the Arizona National Guard Southwest Asia Service Support Ribbon (ANGSASSR) is awarded to members of the Arizona National Guard for recognition of service during Operations Desert Shield and Desert Storm. This ribbon honors those who served and those ready to serve in the Southwest Asian Theater of Operations. This ribbon is awarded to any member of the National Guard of Arizona in good standing who served a minimum of 60 days during the period between 1 August 1990 and 11 April 1991. Personnel separated from the Arizona Air National Guard during this period with other than an honorable discharge are not authorized award of the ANGSASSR. Members of the National Guard of Arizona in the Inactive National Guard for the entire period between 1 August 1990 and 11 April 1991 are not authorized to be awarded the ANGSASSR.</p>		<p>No subsequent awards are authorized for this ribbon with paragraph 4.3.</p>
 <p>Arizona Community Service Ribbon (AZ CSR)</p>	<p>The Arizona Community Service Ribbon is awarded to persons who, after 1 January 1989, honorably serve the guard , while providing exemplary service within a community support program formally recognized by the Arizona National Guard.</p>		<p>No subsequent awards are authorized for this ribbon with paragraph 4.3.</p>

Award	Award Requirement	Comments	Subsequent Awards
 <p data-bbox="175 842 336 982">Arizona Exceptionally Long Service Medal (AZ ELSM)</p>	<p data-bbox="386 239 829 415">The Arizona Exceptionally Long Service Medal is awarded to members upon completion of twenty years of creditable* service in the Arizona National Guard. *Note: Periods of Unfavorable/Adverse Actions are not creditable.</p>		<p data-bbox="1203 239 1458 478">A bronze service star indicates each additional three-year period of creditable service beyond the initial award of this medal (i.e., at 23 years, 26 years, etc.).</p>
 <p data-bbox="175 1556 336 1633">Arizona Long Service Medal (AZ LSM)</p>	<p data-bbox="386 995 862 1171">The Arizona Long Service Medal is awarded to members upon completion of ten years of creditable service in the Arizona National Guard. *Note: Periods of Unfavorable/Adverse Actions are not creditable.</p>		<p data-bbox="1203 995 1458 1297">A bronze service star indicates each additional three-year period of creditable service beyond the initial award of this medal (i.e., at 13 years, 16 years, and 19 years), with a maximum of three stars to be worn.</p>

Award	Award Requirement	Comments	Subsequent Awards
 <p>Arizona State Service Ribbon (AZ SR)</p>	<p>The Arizona Service Ribbon is awarded to members of the Arizona National Guard who have served as an active member for a period of three years. Members who are ordered into service of the United States shall be allowed credit as service in the Arizona Air National Guard. Total service in the Arizona National Guard will be used.</p>		<p>A bronze service star indicates each additional three-year period of creditable service beyond the initial award of this ribbon (i.e., at 6 years, and 9 years), with a maximum of two stars to be worn.</p>
 <p>Arizona State Active Duty Ribbon (AZ SADR)</p>	<p>The Arizona State Active Duty Service Ribbon is awarded to members of the Arizona National Guard who, on or after 19 March 1965, serve on state active duty when an emergency has been declared by the Governor. Members performing duty in an emergency in any military, AGR, or technician status are eligible for the award. May also be awarded for participation in significant events for which a period of emergency has not been declared, if approved by The Adjutant General.</p>		<p>Service stars indicate second and succeeding awards in accordance with paragraph 4.3.</p>
 <p>Arizona Air National Guard First Sergeant Ribbon (AZ FSR)</p>	<p>Members of the Arizona Air National Guard may be awarded the Arizona Air National Guard First Sergeant Ribbon under the following guidelines:</p> <p>Must be assigned to a First Sergeant Unit manning position for at least three years. An exception can be made for serving a two-year minimum and moved by the Commander for the good of the unit. (Members who have not attended First Sergeants Academy i.e., “acting First Sergeants” are not eligible.)</p> <p>Must have attended the USAF or ANG First Sergeants Academy.</p> <p>This award is not automatic upon completion of the 3-year assignment. The squadron commander must recommend the individual based upon important contributions, conduct as a NCO, and demonstrated leadership qualities as a First Sergeant.</p>	<p>Retroactive: The award of the ribbon is retroactive for those who have previously served, provided they comply with the requirements and criteria of this ribbon.</p> <p>Method of Submission: Letter of recommendation by the squadron commander will be submitted through the Wing Commander to the OTAG who is the final approving authority.</p> <p>Presentation of Award: the unit commander or his/her designated representative shall present this award to the individual during an appropriate ceremony insuring maximum recognition for the recipient.</p>	<p>No subsequent awards are authorized for this ribbon in accordance with paragraph 4.3.</p>

Award	Award Requirement	Comments	Subsequent Awards
 <p>Arizona Recruiting Ribbon</p>	<p>The Arizona Recruiting Ribbon is awarded to a member of the Arizona National Guard who is responsible for the enlistment or appointment of ten individuals into the Arizona National Guard. As of 1 October 1979 the requirement is 10 individuals within a 12-month period, and as of 1 January 1985, Air National Guard members were not eligible for further award of this ribbon while assigned as Recruiters. Recommendation for this award must be accompanied by a list of the names and dates of those enlisted.</p>		<p>Service stars indicate second and succeeding awards in accordance with paragraph 4.3.</p>
 <p>Arizona Overseas Ribbon (AZ OSR)</p>	<p>The Arizona Overseas Ribbon is awarded to members of the Arizona Air National Guard for successful completion of annual training or active duty for training for a period not less than ten (10) consecutive days on foreign soil.</p>	<p>31 December 1996, members must be credited with completion of at least ten (10) consecutive duty days outside the boundaries of the 50 States, the District of Columbia and U.S. possessions and territories in the performance of duties in conjunction with Active Air Force, joint services, or Allied Forces. The active duty order is the source documentation for receipt of this award.</p>	<p>No subsequent awards are authorized for this ribbon in accordance with paragraph 4.3.</p>
 <p>*Arizona Reenlistment Ribbon</p>	<p>The Arizona Reenlistment Ribbon was earned by each enlisted member of the Arizona National Guard upon reenlistment or extension of enlistment satisfying the following requirements:</p> <p>Prior to 1 October 1979, the minimum qualifying period of reenlistment/extension was one additional year.</p> <p>After 1 October 1979, the minimum qualifying period of reenlistment/extension was three additional years.</p> <p>Effective 1 January 1985 award of this ribbon to Arizona Air National Guard members was discontinued.</p>		<p>Service stars indicate second and succeeding awards in accordance with paragraph 4.3.</p>

Award	Award Requirement	Comments	Subsequent Awards
 <p>*Arizona Active Duty Training Ribbon (ACDUTRA)</p>	<p>The Arizona Active Duty Training (ACDUTRA) Ribbon was earned by each enlisted member of the Arizona National Guard who, in that status, completed ACDUTRA (Basic Training) between 1 October 1957 and 12 March 1984, character and efficiency ratings of EXCELLENT, and with no record of Court Martial.</p>	<p>Effective 1 January 1985 award of this ribbon to Arizona Air National Guard members was discontinued.</p>	<p>There are no additional awards, and no devices authorized on this ribbon.</p>
 <p>*Arizona Honor Attendance Ribbon</p>	<p>The Arizona Honor Attendance Ribbon was earned by each enlisted member of the Arizona National Guard who, for one retirement year, had 100% drill attendance, which may include constructive attendance and/or equivalent training.</p>	<p>This Award was discontinued 1 January 1985 for the Air Guard, and 1 April 1987 for the Army National Guard. Support document for this award is AF Form 526, NGB Form 23, or any other official record of 100% drill attendance for the retirement year.</p>	<p>Arabic numerals centered on the ribbon denote the number of additional awards after the basic ribbon. Qualifying retirement years need not be consecutive.</p>

* No longer awarded, but may be worn if previously earned.

4.3 Subsequent Award Conditions.

4.3.1. An Arizona National Guard medal or service ribbon is awarded only once, except those presented posthumously. Each subsequent award of the same medal or ribbon will instead call for either an oak leaf cluster, service star, or other device, as specified for each award. If the award involves orders and/or certificates, the number will be stated thereon (i.e., Arizona Medal of Valor, First Oak Leaf Cluster). A bronze device will represent each award after the basic medal or ribbon, except that a silver device will be awarded in place of five bronze devices. Place silver devices to the wearer’s right of bronze devices. Wear of devices shall be as directed in AFI 36-2903, Figure 4.2.

4.3.2. Federal decorations may be replaced IAW AFI 36-2803, Attachment A2.3. Replacements of Arizona medals, ribbons, and devices may be purchased at the National Guard Store at Papago Park Military Reservation.

Chapter 5

Special Trophies and Awards

5.1. Introduction. In addition to the federal and state decorations and awards described in Chapters 3 and 4, the Arizona awards program includes special trophies and awards. Commanders and their designees shall actively promote these awards, as well as the nomination procedures for them, so that deserving members and units can be nominated.

5.1.1. Arizona Special Trophies and Awards. Paragraphs 5.2. through 5.5 indicate Arizona special trophies and awards currently in effect. Policies and procedures regarding Arizona special awards are as follows:

5.1.1.1. Establishing or Terminating a Special Trophy or Award. When an Arizona National Guard functional activity or a private organization wishes to establish an award or trophy, criteria and implementing instructions must be approved by JFHQ AZ ANG and by the designated office of primary responsibility (OPR). Termination of an Arizona trophy or award shall also be coordinated through JFHQ AZ ANG.

5.1.1.2. Special Awards Qualification Criteria. Special trophies and awards are an additional method of providing recognition to deserving members and units of the Arizona Air National Guard. Such awards may be established to acknowledge acts of bravery, outstanding achievement, meritorious service, or other noteworthy acts or deeds. The “whole person” and “whole life” concepts should be applied when selection boards make their determinations.

5.1.2 Other Special Trophies and Awards. In addition to special trophies and awards created through the State of Arizona, other ANG and federal awards are offered. ANGI 36-2802, ANG Special Awards and Trophies, provides information on awards which apply to the Air National Guard nationwide. Additionally, AFI 36-2805, Special Trophies and Awards, and HQ USAF awards can be found in AFI 36-2807. Commanders and their designees should be familiar with these awards and submit nominations when the respective award criteria can be met. NOTE: See Air Force Policy Directive 36-28, Attachment 2, for a list of available Air Force awards.

5.2. The John G. Smith Jr. Trophy for Logistics Readiness. This award was established 12 March 1984 and is donated annually by the Arizona Republic. It is awarded to the Arizona Army or Air National Guard unit of Wing, Group, Squadron, Battalion, Company, or Detachment size.

5.2.1. Criteria for Award. This trophy is awarded annually to the unit which best demonstrates readiness through optimum use of available resources. Consideration will be given to ingenuity, initiative, resourcefulness, and overall management of the unit’s accomplishment of the assigned mission.

5.2.2. Period of Eligibility. 1 October to 30 September, annually.

5.2.3. Selection and Presentation. Nominations for this award will be submitted in letter format through command channels to arrive at the JFHQ AZNG for forwarding to OTAG prior to 1 October annually. Nominations will be evaluated by a selection board consisting of Personnel, Training, and Logistics representatives from the Arizona Air and Army National Guard.

5.3. Major General Donald L. Owens Junior Officer Award for Excellence. This award was established 1 January 1986 and is an annual award presented to an Arizona Air National Guard junior officer.

5.3.1. Criteria for Award. This trophy is awarded annually to the Arizona Air National Guard officer grade of 2nd Lieutenant to Captain, selected as best exemplifying the talent, positive

leadership, and dedication that have enabled the Arizona Air National Guard to assume a large portion of the Air Force peacetime and wartime mission requirements.

5.3.2. Period of Eligibility. 1 January to 31 December annually.

5.3.3. Selection and Presentation. Memorandum Nominating for this award will be submitted to the JFHQ AZ ANG by 20 January annually for the preceding calendar year. Presentation shall be made at an appropriate Arizona Air National Guard awards ceremony as directed by the Adjutant General. The presiding officer will be the Adjutant General or his designee.

5.4. Command Chief Master Sergeant Award. This is an annual award. Arizona Air National Guard enlisted Airmen in grades E-1 through E-6 are eligible to receive this award. One award will be given to the most qualified person submitted for selection from each of the Arizona Air National Guard wings/GSUs (referred to as units). Subsequently, the winners from each of these units will be eligible to compete for the state CCM award. Unit winners will be submitted by the unit Command Chief Master Sergeant (CCM), or senior enlisted member, to the State CCM. One of the unit award winners submitted will be selected as the winner of the State Command CCM Award. The period of service for the award is 1 January through 31 December.

5.4.1. Criteria for Award. This award is given annually to enlisted members who best exemplify the talent, positive leadership, and dedication toward mission accomplishment within the State of Arizona. This person's performance must have enhanced the Arizona Air National Guard's ability to assume its functional role in the Air Force/ANG peacetime and/or wartime mission. Interaction with civilian counterparts and community involvement projects should be included.

5.4.1.1. Base the nominations only on achievements that occurred during the period of service. Performance criteria for this award should be the individual's participation in the identified functions during the period of eligibility for the year submitted. Include the following areas in each write up:

5.4.1.1.1. Highlights of the Airman's **military career**

5.4.1.1.2. Describe the accomplishments the Airman has performed in his/her **normally assigned work position.**

5.4.1.1.3. Describe how well the **additional duties assigned** were performed.

5.4.1.1.4. Community/base **involvement** projects in which this Airman has participated

5.4.1.1.5. **Other criteria** not fitting into the other four categories

5.4.1.2. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages. Nominations should include specific facts, achievements, names of projects or organizations, and dates and/or amount of time committed to identified projects. Achievements should distinguish the Airman from his or her peers.

5.4.1.3. Nomination package will include a cover letter from the unit CCM or senior enlisted member with an endorsement from the unit commander.

5.4.2. Unit CCM Selection and Presentation. Nominations for the unit award will be submitted to the unit CCM or senior enlisted member in a timely manner to allow for submission to the State CCM. Member selected for the unit award should be recognized by the unit CCM or senior enlisted member at an appropriate time and place.

5.4.3. State CCM Selection and Presentation. Unit CCMs or senior enlisted member will forward their nominations for the state award to the State CCM by **15 February**. The state award selection committee will be identified and chaired by the Arizona State CCM, selecting one person from the unit nominees as the winner of the state award. The Arizona State CCM, or other designee, will present the Arizona State CCM Award at an appropriate time and place.

5.5. The Arizona National Guard Trophy for Exceptional Contributions to Equal Opportunity. This award was established 14 May 1992 and is an annual award presented by the Arizona Air National Guard Affirmative Action Advisory Council to both an Arizona Army and Air National Guard unit of Wing, Group, Squadron, Battalion, Company, Flight, or Detachment size.

5.5.1. Criteria for award. This trophy will be awarded annually to a unit that demonstrates they have taken an active interest in equal opportunity by:

5.5.1.1. Establishing an equal opportunity/affirmative action/human relations council, which meets on a regular basis.

5.5.1.2. Maintaining records of each EOC/AAC/HRC meeting.

5.5.1.3. Demonstrating the EOC/AAC/HRC actively eliminates barriers to equal opportunity through direct action, or advice/guidance to the unit commander.

5.5.1.4. Demonstrating the unit has a written, implemented, and measurable Affirmative Action Plan (AAP).

5.5.1.5. Showing progress in accomplishing goals or eliminating problem areas identified by the AAP.

5.5.1.6. Demonstrating additional pro-active measures taken to create a unit environment which supports equal opportunity in the Arizona Air/Army National Guard.

5.5.2. Period of Eligibility. 1 October to 30 September annually.

5.5.3. Selection and Presentation. Nominations for this award will be submitted in letter format through command channels (with command endorsement) to arrive at JFHQ – AZ ANG for forwarding to AAC-Chairperson prior to 30 October annually. Nominations for this award will be evaluated by a selection board consisting of members of the AAC. Each award (Army and Air) presentation will be made twice. The first presentation (made by a general officer) will be made at the annual EO/EEO/Social Actions conference, and the second will be made at the annual NGAUS business meeting.

Chapter 6

Award Recommendation Procedures

6.1. Recommendation for an Award. The procedures to be followed in nominating for an Arizona Air National Guard award are presented in this chapter.

6.2. References. Besides information herein, the following references provide additional assistance for preparing recommendations for awards:

6.2.1. AFI 36-2803, Chapter 3 and Attachments 2 through 6.

6.2.2. ANGI 36-2802, 15 December 1995, Chapter 2 and Attachments 2 through 10.

6.3. Approval Authority.

6.3.1. Federal Decorations.

6.3.1.1. Federal decorations higher than the Meritorious Service Medal shall be forwarded by JFHQ AZ ANG to National Guard Bureau (NGB) for approval.

6.3.1.2. Meritorious Service Medal, May be approved by JFHQ AZ ANG, or Wing Commander.

6.3.1.3. Air Force Commendation Medal and the Air Force Achievement Medal are approved by JFHQ AZ ANG or Wing Commander.

6.3.2. Arizona Decorations. Arizona Medal of Valor, Arizona Distinguished Service Medal, Arizona Meritorious Service Medal, and Arizona National Guard Community Service Ribbon are approved by JFHQ AZ ANG.

6.3.2.1. The Adjutant General's Medal is approved by the Adjutant General.

6.3.3. Special Trophies and Awards. Approval shall be as indicated in Chapter 5 under each award therein. Approval of other special awards shall be specified in the instruction defining each.

6.4. Selection of Award. Except in those cases where an achievement or service is accomplished in purely state status (Civil disturbances, natural disasters, etc), preference in the selection of award should be given to federal decorations when the criteria can be met. This policy is not intended to reduce the stature of state awards and decorations; rather it is to provide the recipient more appropriate recognition within the total military community. Eligibility criteria for the various federal awards are as specified in Chapters 4 and 5 herein.

6.5. The Decoration Package. Each recommendation for decoration calls for submitting a "decoration package", the contents of which will be determined by the decoration involved, see paragraph 6.6.

6.5.1. Recommendation Letter. This letter shall have as enclosures or attachments the other required items of the package. The letter is endorsed at each level of command as prescribed in paragraph 6.3.

6.5.2. RDP-DÉCOR 6. This computer-generated personnel report, Recommendation for Decoration Printout (RDP) is required for federal decorations. It includes instructions for its use and data about the member, such as unit of assignment, federal decoration history, etc. The initiator requests the DÉCOR 6 (RDP) from MPF/DPMP or through the PC III system.

6.5.3. Narrative Justification. For Air Force Commendation Medal, AF Form 642 will be used. For Arizona decorations, the justification will be typed on JFHQ AZNG Approved Forms (see paragraphs 6.5.4. – 6.5.7.). “Bullet” statements should be in a format similar to that of the AF Form 642. Bullet statements are preferred; however narrative justification may be used when the description does not lend itself to bullet format. A separate form must be prepared for each individual. Each recommendation for decoration will be evaluated on the merits of the justification submitted, so its importance cannot be overemphasized. Narratives shall be specific, factual, and shall give concrete examples of exactly what the member did, how it was done, and what benefits or results significantly exceeded expected duty performance (i.e., exceptional achievements, time or dollars saved, specific program improvement, etc.).

6.5.4. AZ Form 642A (*See Attachment – 3*): This is the official form for the nomination and processing of the following Arizona State Awards: Distinguished Service Medal, Meritorious Service Medal and Community Service Medal.

6.5.6. AZ Form 642B (*See Attachment – 4*): This is the official form for the nomination and processing of the Arizona Medal of Valor.

6.5.7. AZ Form 642C (*See Attachment – 5*): This is the official form for the nomination and processing of the following Arizona State Longevity Awards: Exceptionally Long Service Medal (20 years), Long Service Medal (10 years) and Arizona State Service Medal (3 years).

Table 6.5.9 Decorations Package Contents – State

Award	Recommendation Letter	RDP Décor – 6	Narrative Justification	AF FM 1206	AZ FM 642A	AZ FM 642B	AZ FM 642C
Medal of Valor	X					X	
Adjutant General’s Medal	X		X				
Distinguished Service Medal	X				X		
Meritorious Service Medal					X		
Airman of the Year	X		X	X			
Southwest Asia Medal							
Community Service Ribbon					X		
Exceptionally Long Service Medal							X
Long Service Medal							X
Arizona State Service Medal							X

6.6. Specifics on Preparing Decoration Packages

6.6.1. Recommendation Based on Outstanding Achievement. An award based on outstanding achievement is intended to recognize a single, specific act or accomplishment separate and distinct from ordinary duties. The time period for outstanding achievement normally has specific starting and ending dates, and the time period ordinarily is less than one year. The specific achievement must be sufficiently outstanding so that it is readily distinguished from meritorious service and must clearly warrant immediate recognition. Timely submission of the recommendation is *essential*, usually within 60 days of the event.

6.6.2. Recommendation Based on Meritorious Service. An award based on meritorious service ordinarily is for a completed period of service, typically ending at retirement, discharge from the Arizona Air National Guard, or reassignment. However, if the recommendation is for a member whose services have been clearly outstanding and unmistakably exceptional for an extended period of time (usually a minimum 3 years), and there is no expected termination date of the current job assignment, the decoration may be approved. The time period for one meritorious service decoration can neither include nor overlap the period of a previous award for meritorious service except at retirement. In accordance with AFI 36-2803, paragraphs 2.3, commanders and supervisors may review records and consider the member's entire military career to determine the appropriate decoration to award at retirement.

6.6.3. Recommendation Based on Heroism. Clearly state that the act characterizes courage, intrepidity, or gallantry. When the act involved risk of life, you must clearly show that the individual would not have been censured had he or she not voluntarily accomplished the act.

6.6.4. Citation. For the Meritorious Service Medal, Air Force Commendation Medal and Air Force Achievement Medal, the citation is typed directly on the certificate.

6.6.5. Typing certificates and citations. DO NOT USE FANCY FONTS (type styles). When using a typewriter or computer, use 10 or 12 pitch/font. NOTE: Preferred fonts are: "Times New Roman" "Arial" or "Courier".

Table 6.6.: Decorations Package Contents – Federal

Award	RDP Décor – 6	Narrative Justification	AF FM 642	Citation
Meritorious Service Medal	X	X		AF Form 2228
Commendation Medal	X	X	X	AF Form 2224
Achievement Medal	X	X	X	AF Form 2274

6.7. Submission Procedures for Decorations forwarded to JFHQ – AZ ANG: Except as otherwise specified, the award nomination will be submitted through the nominee's unit commander. Recommendation packages for decorations will be submitted as follows:

6.7.1. Step 1: The initiator is the person recommending the award. The initiator is responsible for preparation of the recommendation package, with the assistance of the unit awards and decorations monitor.

6.7.2. Step 2: At the option of the initiator, the recommendation may be endorsed by anyone in the chain of command between the nominee and the unit commander or the initiator may instead proceed to Step 3. However, once endorsed, an award recommendation is considered to be in official channels and it *must* then be processed through the steps which follow.

6.7.3. Step 3: The recommendation package then goes to the nominee's unit commander for endorsement.

6.7.4. Step 4: Next the package goes to MPF/DPMP for technical review (but not for endorsement). It is not the function of the MPF to judge the merits of the recommendation, only to check for completeness of all required items, proper use of mandatory opening/closing sentences (if required), and typographical errors, etc. Submissions more than 45 calendar days are considered late and require a letter of explanation. MPF shall send back packages containing such errors for correction and resubmission.

6.7.5. Step 5: The unit Commander or equivalent level officer will endorse the recommendation, and MPF will forward the package to JFHQ AZ ANG for action by the Awards Review Board (ARB).

6.7.6. Step 6: The Awards Review Board will take action on each package. The ARB will approve or disapprove decorations which are authorized for approval at State level. For decorations requiring approval above State level, the board still can disapprove or will have JFHQ AZ ANG endorse the recommendation on to NGB for approval action. After approval or disapproval at the higher level, NGB will endorse the package back to JFHQ AZ ANG. The approving authority can take the following actions:

6.7.6.1. Approve the decoration in which case orders will be issued. The decoration package and copies of the orders are sent to MPF for forwarding to the unit as well as for posting to personnel records.

6.7.6.2. Approve a different decoration either higher or lower. The endorsement by the approving authority will state the decoration approved as well as why that decoration was more appropriate. Orders are issued and action taken as in 6.7.6.1. above.

6.7.6.3. Disapprove the decoration stating in the endorsement the reason for disapproval (e.g., does not satisfy criteria for the decoration).

NOTE: Endorsing officials at all levels may recommend approval, disapproval, or recommend a different decoration and shall include the reasons for the recommendation variance.

6.8. Submission Procedures for Airman of the Year Program.

6.8.1. This program will provide for recognition of exceptional leadership by enlisted personnel in military, social, and cultural activities exceeding that of their peers. The period of service for the award is 1 January through 31 December. References: AFI 36-2805. The program consists of the following:

6.8.1.1. Annual selection of outstanding Senior Noncommissioned Officer (MSgt through CMSgt).

6.8.1.2. Annual selection of outstanding Noncommissioned Officer (SSgt through TSgt).

6.8.1.3. Annual selection of outstanding Airman (AB through SrA).

6.8.1.4. Annual selection of outstanding First Sergeant.

6.8.1.5. Annual selection of outstanding Honor Guard Member and Honor Guard Program Manager.

6.8.2. Each Wing/GSU should select one person in each category to compete in the Outstanding Airman of the Year Program. JFHQ AZ ANG may select one person in each category.

6.8.3. Category of Competition:

6.8.3.1. Wing nominations and JFHQ AZ ANG (to include GSU's), if submitted will compete for selection as the State of Arizona Senior NCO, NCO, Airman, First Sergeant and Honor Guard Member and Honor Guard Program Manager of the Year.

6.8.4. Responsibilities:

6.8.4.1. Each unit will accomplish the following actions:

6.8.4.2. Appoint a board annually to select winners in the appropriate categories;

6.8.4.3. Establish appropriate awards;

6.8.4.4. Conduct an appropriate ceremony to present awards to selected individuals;

6.8.4.5. Publicize the program in base news media, formations, community newspapers, etc.

6.8.4.6. Submit selections to JFHQ-AZ ANG, for the competition in the State Outstanding Senior Noncommissioned Officer, Noncommissioned Officer, Airman, First Sergeant, Honor Guard Member and Honor Guard Program Manager of the Year Program.

6.8.4.7. The Wing/GSU Command Chief Master Sergeant or senior enlisted member will submit an endorsement memorandum (**attachment 2**), endorsed by the Wing/GSU Commander.

6.8.5. The Command Chief Master Sergeant, Arizona Air National Guard, will;

6.8.5.1. Convene a board to select the Arizona Air National Guard's Outstanding Senior Noncommissioned Officer, Noncommissioned Officer, Airman, First Sergeant, Honor Guard Member and Honor Guard Program Manager of the Year, respectively. The board will be identified and chaired by the Arizona State Command Chief Master Sergeant, with the board being either paper or an in-person interview. The board will be held in January, annually.

6.8.5.2. Submit the nomination for the winner in each category to the Air National Guard Bureau, NGB/A1PO in time for competition in the Air National Guard Airman of the Year Program.

6.8.5.3. Establish appropriate awards for each selection.

6.8.5.4. Present the awards at an appropriate awards ceremony.

6.8.5.5. Submittal Instructions. In accordance with AFI 36-2805 and this supplement.

6.8.5.6. Use the endorsement format in **Attachment 2** for the cover letter submitted with each unit and base nomination.

6.9.5.6. Submit an official photo with each nomination package.

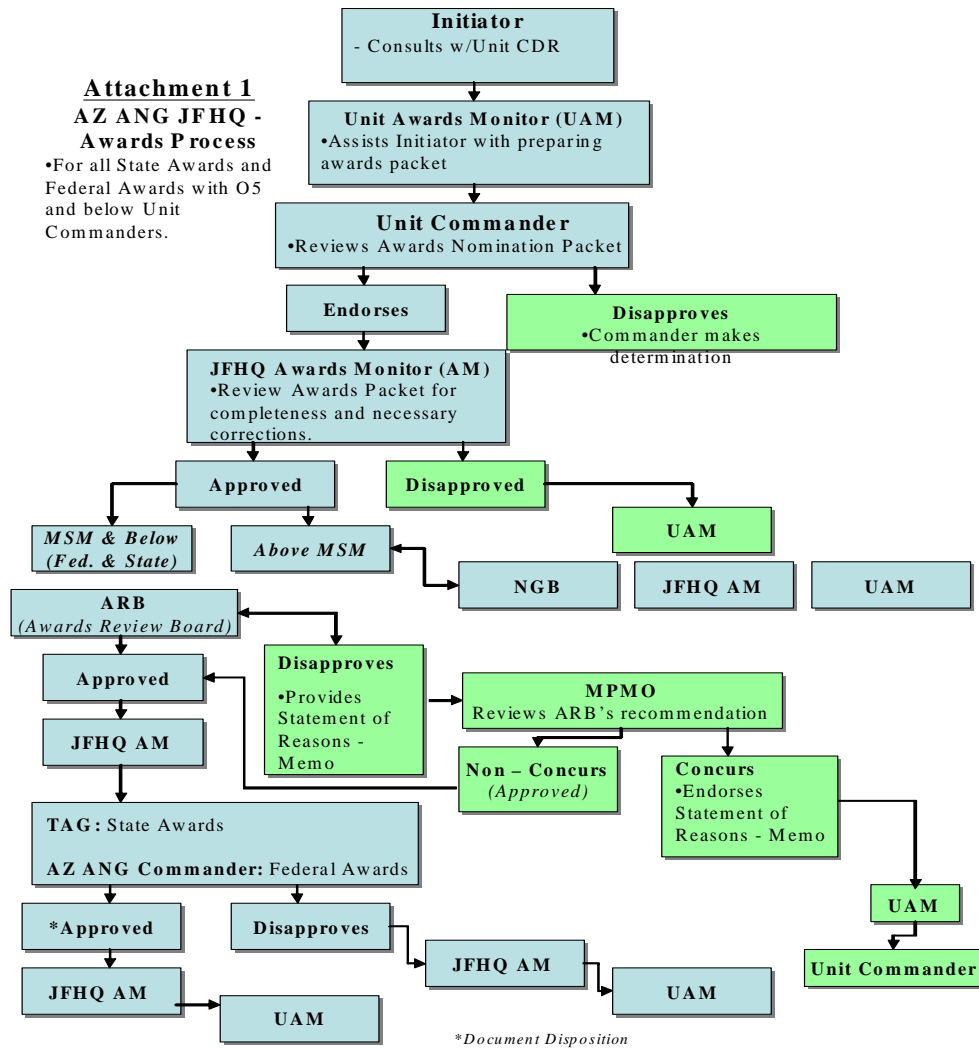
6.8.6. Procedures:

6.8.6.1. Each unit commander will develop an internal process to select their unit nominees. The process will provide equal opportunity for each individual to be selected as the winner in their respective categories without regard to career field or grade.

6.8.6.2. Unit nominations will be submitted to the wing in a timely manner to allow for submission to the JFHQ-AZ ANG.

6.8.6.3. Recommendations will be submitted to JFHQ AZ ANG to arrive not later than **15 December**.

Attachment 1
AZ ANG JFHQ - Awards Process
 •For all State Awards and Federal Awards with O5 and below Unit Commanders.



Attachment – 2

(UNIT LETTER HEAD)

DATE:

MEMORANDUM FOR JFHQ-AZ ANG/CCM

FROM: (Unit)
(Unit address)

SUBJECT: Endorsement for Outstanding (Senior Noncommissioned Officer/ Noncommissioned Officer/ Airman...) of the year award.

1. Under the provisions of AZ ANGI 36-2803, the following individual is nominated for the Outstanding (Senior Noncommissioned Officer/ Noncommissioned Officer/ Airman...) of the Year Award for the period ending 31 December 20XX.

Nominee: (Full name)

Grade:

SSAN:

Permanent Home Address:

Home Phone Number:

Work Phone Number:

Military Status: (AGR/Tech/Drill Status Guardsman)

Occupation:

Spouse's Name or Son/Daughter of Mr. and Mrs.: (*this information is for recognition at the state ceremony*)

2. I consider the above individual the most outstanding (Senior Noncommissioned Officer/ Noncommissioned Officer/ Airman) in my unit. In substantiation of this nomination, the enclosed attachments are submitted.

(Name, rank), AZ ANG
Wing Command Chief Master Sergeant

Attachments:

1. General Information Sheet (AFI 36-2805, Atch 5 (Airman) or 6 (First Sergeant))
2. Biography (AFI 36-2805, Atch 2)
3. AF Form 1206
4. Base Level RIP
5. Statement of Intent
6. Current ANG Assessment Fitness Results
7. Official Photo

**Arizona Meritorious Service Medal Arizona Distinguished Service Medal
Arizona Community Service Ribbon**

			1. Date
2. Name (Last, First MI)	3. Grade	4. SSN	5. PAS Code
6. Duty Titles And Inclusive Period		7. Inclusive Dates	
8. RECOMMENDED FOR: Outstanding Achievement Meritorious Service Heroism PCA PCS Retirement Posthumous Separation Ext. Tour			
9. List Arizona ANG decorations previously awarded to the individual, with complete authorities. Include dates of service recognized.			
Decoration	Inclusive Dates	Order Number	Number
10. JUSTIFICATION (Use a short "Bullet" statement for each accomplishment. Minimize descriptions – emphasize results.)			
11. Name, Grade and Title of Initiator		Signature:	

Arizona Medal of Valor

Request Form

1. Name : Last, First MI	2. Rank	3. SSN	4. PAS Code	5. Date																																
6. Inclusive Dates		7. Duty Title (During Inclusive dates)																																		
8. List all previous AZ NG Decorations, i.e. AZ DSM, MSM, CSR etc..., awarded to the individual, with complete authorities. Include dates of service recognized. Do not include service medals and ribbons. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Decoration</th> <th colspan="2" style="width: 50%;">Inclusive Dates</th> <th style="width: 25%;">Order Number</th> </tr> <tr> <td></td> <td style="text-align: center;"><i>From</i></td> <td style="text-align: center;"><i>To</i></td> <td></td> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><i>Please continue on separate sheet if you need more space.</i></p>					Decoration	Inclusive Dates		Order Number		<i>From</i>	<i>To</i>																									
Decoration	Inclusive Dates		Order Number																																	
	<i>From</i>	<i>To</i>																																		
9. Justification: Use a short "bullet" statement for each accomplishment. Minimize descriptions – emphasis results. <div style="border: 1px solid black; height: 300px; margin-top: 10px;"></div>																																				
10. Initiator – Name, Grade and Title			Date																																	
11. Unit Commander – Name, Grade and Title			Date																																	
Approving Authorities – please check box																																				
12. ARB – Awards Review Board			<i>Approved</i>	<i>Non - Approved</i>																																
<i>If not approved by ARB (complete block 13)</i>																																				
13. Director of Staff/MPMO		<i>Signature/Date</i>	<i>Concur</i>	<i>Non - Concur</i>																																
If approved forward to TAG for final review and citation signature																																				

Request for Arizona State Longevity Awards

State Service Ribbon: *(3 years of cumulative satisfactory service within the Arizona Air/Army National Guard)*

Long Service Medal: *(10 years of cumulative satisfactory service within the Arizona Air/Army National Guard)*

Exceptionally Long Service Medal: *(20 years of cumulative satisfactory service within the Arizona Air/Army National Guard)*

1. Awardees Information

			Date
Name (Last, First MI)	Rank/Grade	SSN	PAS Code

2. Inclusive Dates

Unit	From (YYYY/MM/DD)			To (YYYY/MM/DD)			* Any unfavorable/Adverse Actions during this period	
	Year	Month	Day	Year	Month	Day	YES	NO
	Year	Month	Day	Year	Month	Day		
	Year	Month	Day	Year	Month	Day		
	Year	Month	Day	Year	Month	Day		
	Year	Month	Day	Year	Month	Day		

Continue on Separate Sheet if more space is needed

3. * Periods of Unfavorable/Adverse Action(s):

From			To		
Year	Month	Day	Year	Month	Day
Year	Month	Day	Year	Month	Day
Year	Month	Day	Year	Month	Day
Year	Month	Day	Year	Month	Day
Year	Month	Day	Year	Month	Day

4. Requestor's Information: *(Signature below states that the foregoing is true and correct)*

<i>Name, Rank and Title of Initiator</i>	<i>Signature</i>